



NOTICE OF VACANT POSITION

VACANT POSITION:LEGAL MANAGER

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned position. The incumbent will report to the Corporate Secretary and will be based at Head Office.

MINIMUM QUALIFICATIONS

- Bachelor of Laws Degree.
- Member of Law Society.
- 3 years legal experience.
- Litigation experience is an added advantage.

CORE COMPETENCIES

- Good knowledge of Legal Corporate Governance and Strategic issues.
- Knowledge of Labour Laws.
- Excellent negotiating and interpersonal skills.
- Strategic management skills
- Good legal written, communication and interpersonal skills.
- High integrity.
- Self-driven and business sense
- Ability to work under pressure

SUMMARY OF DUTIES

- Provides sound legal advice to the organisation to achieve compliance with all legal requirements.
- Secures legal advice from external Lawyers as well as liaising with external lawyers on all court cases where necessary.
- Drafts pleadings on all civil suits.
- Contracts Management.
- Maintains a register of published Statutory Instruments relevant to operations of the organisation.
- Notifies Divisions/Departments about relevant new and amended legislation and its interpretation.
- Assists in review of effective internal controls to ensure compliance to Code of Conduct protocol and Corporate Governance.
- Promotes good Corporate Governance.

- Manage GMB's litigation processes including arbitration
- Maintains judgments files and distributes to other Divisions/Departments where necessary.
- Ensures, organises and serves Board and Board Committees.
- Management of GMB's real estate portfolio.
- Monitors performance of the GMB realtors.

Applications accompanied with detailed **Curriculum Vitae** and **certified copies of qualifications** should be emailed to: recruitment@gmbdura.co.zw. Not later than 4 February 2022.

Please note that only shortlisted candidates will be contacted.