

LEGAL OFFICER

JOB SUMMARY

We are seeking a dedicated and highly skilled Legal Officer to join our team. The successful candidate will play a vital role in overseeing legal cases, managing debt recovery processes, and ensuring compliance with legal protocols. The Legal Officer will work closely with the Group Legal team and support the organization in managing its legal risks and ensuring that our operations align with relevant regulations.

Key Responsibilities:

- **Case Management:** Track and follow up on all ongoing legal cases, providing regular updates and reports to management.
- **Debt Recovery:** Take charge of initiating legal proceedings against debtors and pursuing claims to ensure timely recovery of outstanding debts.
- **Liaison with Group Legal:** Coordinate with the Group Legal Officers to align legal strategies and maintain consistency in legal practices across the organization.
- **Legal Advisory:** Provide expert advice on legal matters affecting the company's operations and ensure compliance with industry regulations.
- **Documentation and Reporting:** Maintain accurate records of all legal matters, prepare case briefs, and ensure documentation is complete and up-to-date.

Qualifications:

- Bachelor's degree in Law (LLB) or equivalent; additional qualifications in Law or Business Law is an advantage.
- Professional legal certification or license to practice law in Malawi.
- Minimum of 3 years experience in legal practice, with a focus on debt recovery, litigation, or corporate law.
- Strong understanding of legal case management and debt recovery processes.
- Excellent communication, negotiation, and interpersonal skills.

Skills and Competencies:

- Detail-oriented with excellent organizational skills.
- Ability to work independently and manage multiple cases simultaneously.
- Strong analytical skills and problem-solving capabilities.
- Proficiency in legal research and familiarity with relevant legal software and databases.

How to Apply:

If you're ready to take on a new challenge and help us maintain our financial strength, we want to hear from you! Please submit your resume and a cover letter to seedcomalawi@sedcogroup.com by 27 November 2024 with a heading "Legal Officer Application – [Your Name]" in the subject line.

