

TERMS OF REFERENCE- LEGAL OFFICER

QUALIFICATIONS AND GRADE

- **Legal Officer- Grade D**

Bachelor of Laws Degree (LLB)

Barrister-at-Law (BL)

Prior work experience is required.

JOB DESCRIPTION

The job descriptions attached to the position is:

1.1. Legal Officer (Grade D)

- Review all documentation that has legal implications for the company prior to signing and implementing.
- reviewing, negotiating and drafting of local and international contracts, MOUs, Power Purchase Agreements and other legal documents for and on behalf of NAWEC;
- Serving on the Disciplinary Committee to ensure the legality of proceedings and decisions and in framing disciplinary policies and drafting disciplinary hearing transcripts.
- Analyzing the legal implications of the activities of the organization to ensure that the company conducts its operations within the existing legal framework.
- drafting conveyances of property such as mortgages, deed of releases and further charges, deeds of assignments, etc.
- Assisting the Commercial Department on debt recovery by negotiating, drafting and managing legal agreements for debt payment by NAWEC customers and compiling lists of debtors for referral to AMRC or private practitioners for prosecution in court as a last resort;
- Participate in evaluation, project and investment meetings in order to protect the legal interest of the company.
- Provide legal advisory and interpretation services to Management;
- Responsible for providing legal support in controlling customer complaints to mitigate the risk of litigation.
- Providing Board Secretarial Services on the Board Human Resources and Remunerations Committee.
- Acting as a liaison between the Company and lawyers representing the Company's interest in court matters and attending hearings when the Company is a party to those hearings;
- Follow-up and update management on court matters involving NAWEC;
- Perform any other legal duties as maybe assigned from time to time including representation in litigation when required.