

## JOB DESCRIPTION – LEGAL OFFICER

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| <b>JOB TITLE: LEGAL OFFICER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>WORK CENTER: HEAD OFFICE</b>              |
| <b>SUPERVISOR TITLE: LEGAL AND REGULATORY MANAGER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>DEPARTMENT: LEGAL &amp; BOARD AFFAIRS</b> |
| <b>Job Summary: Description of the purpose of the job</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                              |
| To provide legal advisory services to the Company and all its stakeholders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                              |
| <b>Key Responsibilities: Brief description of duties or the responsibilities for the job</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                              |
| <p><b>A. Litigation</b></p> <ol style="list-style-type: none"> <li>1. Represent the Company in Court in legal matters</li> <li>2. Undertake all activities relating to case management including but not limited to: drafting and review of court pleadings, preparation of witnesses, collection of evidence, research and preparation of legal opinions on the merits or demerits of a case and case file maintenance.</li> <li>3. Participate in Alternative Dispute Resolutions on behalf of the Company.</li> <li>4. Prepare bi monthly reports on the status of cases.</li> <li>5. Liaise with external Counsel on Court cases assigned to them.</li> <li>6. Conduct research on matters in court.</li> </ol> <p><b>B. Advisory Services</b></p> <ol style="list-style-type: none"> <li>1. Conduct research and prepare comprehensive legal opinions for the Legal Manager and Company Secretary.</li> <li>2. Render legal advice to the Contracts Committee, Evaluation Committee, Management Committee and /or and any other committee that may be set up from time to time.</li> <li>3. Render legal advice on the legal issues pertaining to compliance with the provisions of the Laws affecting the company's business.</li> <li>4. Prepare statutory instruments required.</li> <li>5. Attend to queries/complaints from Business Units and stakeholders.</li> <li>6. Conduct due legal diligence on all contracting parties and on intended transactions or investments by the company.</li> <li>7. Negotiate, draft or review contracts and agreements on behalf of the safeguarding the user department and the Company's interests.</li> <li>8. Provide legal advice on and recommend appropriate contract terms or their implications during drafting, review or negotiations.</li> <li>9. Prepare and pursue registration of instruments or documents with appropriate authorities.</li> <li>10. Pursue land acquisitions monitor running leases, property rates and ground rents and initiate renewal of leases.</li> <li>11. Provide secretarial services to management committees or any other committee as assigned by the Company Secretary.</li> <li>12. Prepare and submit to the Legal Manager, weekly reports on matters handled.</li> </ol> <p><b>C. Compliance</b></p> <ol style="list-style-type: none"> <li>1. Assess and advice on the relevance and impact of existing or new legislation or policy on the Company's business.</li> <li>2. Conduct legal and regulatory compliance audits and report the same to the Legal Manager for appropriate action.</li> <li>3. Maintain and regularly update the compliance matrix with new laws or policies that affect the Company.</li> <li>4. Review policies formulated from time to time to ensure compliance with existing laws.</li> <li>5. Prepare monthly, quarterly and bi annual compliance reports for approval of the Legal Manager and Company Secretary</li> <li>6. Conduct training of staff on any compliance issues that may arise from time to time</li> <li>7. Perform any other assignments as and when assigned by the Legal Manager and Company</li> </ol> |                                              |

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| Secretary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |       |
| <b>Reporting Relationships;</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |       |
| <b>Supervisor:</b> Legal Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |       |
| <b>Subordinates:</b> NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |       |
| <b>Contacts/liase with the following offices:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |       |
| <p>Internally</p> <ul style="list-style-type: none"> <li>• All Heads of Department and staff</li> <li>• Board of Directors.</li> </ul> <p>Externally</p> <ul style="list-style-type: none"> <li>• Solicitor General</li> <li>• Contractors and consultants</li> <li>• Development Partners</li> <li>• Chief Government Valuer</li> <li>• Concessionaire</li> <li>• Government Agencies</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |       |
| <b>Education, Professional Requirements and experience: The minimum education level required to perform this job.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |       |
| <ul style="list-style-type: none"> <li>• Minimum of a second Upper Honors degree in Law from a recognized University</li> <li>• Post graduate diploma in Legal Practice from the Law Development Centre</li> <li>• Enrolled Advocate</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |       |
| <b>Related Job Experience/Qualification: The Experience required performing this job.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |       |
| <ul style="list-style-type: none"> <li>• Minimum of four (4) years of post-enrolment experience in legal practice in a busy law firm or reputable organization.</li> <li>• Demonstrable experience in a private legal practice approach showcasing the ability to manage high-stakes, time-sensitive work while maintaining high-quality, client-focused output.</li> <li>• Demonstrating proactive, rather than reactive, time management, leveraging legal technology, and adapting to competing priorities.</li> <li>• Ability to work with minimal supervision.</li> <li>• Experience of involvement in construction and other projects transactions will be an added advantage.</li> </ul>                                                                                                                                                                                                                            |               |       |
| <b>Additional Skills: In addition to the experience and educational requirements listed above</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |       |
| <ul style="list-style-type: none"> <li>• People management skills</li> <li>• Negotiation, mediation, conciliation and arbitration skills</li> <li>• Excellent problem solving and analytical skills</li> <li>• Contract drafting skills</li> <li>• Trial advocacy skills</li> <li>• Conveyance skills</li> <li>• Computer literate</li> <li>• Ability to work with minimum supervision</li> <li>• Ability to communicate with frankness and candor and handle difficult or contentious issues</li> <li>• Ability to take and maintain an unwavering stand on issues</li> <li>• A creative mind and possess an ability of problem solving and willing to learn and to take on more challenging roles and goals and a team player.</li> <li>• An excellent command of the English language</li> <li>• An excellent diplomatic and persuasive skills</li> <li>• An excellent comprehension and grammatical skills.</li> </ul> |               |       |
| <b>Signatures:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |       |
| Name of jobholder(s):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Signature(s): | Date: |
| Name of Supervisor:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Signature(s): | Date: |

