



NATIONAL PENSION SCHEME AUTHORITY

EMPLOYMENT OPPORTUNITY

The National Pension Scheme Authority (NAPSA) wishes to recruit for the position of **Legal Manager Governance - NAPSA Affiliates** to be based at Head Office on a **six (6) months short term contract**. Interested applicants who meet the required competences are encouraged to apply.

The successful candidate will be expected to have demonstrable competencies relevant to the job.

1.0 Legal Manager Governance – NAPSA Affiliates (Six Months Contract): NC03

1.1 Main Purpose of Job

The purpose of this position is to promote, establish and manage a wide range of corporate governance and legal compliance requirements in all National Pension Scheme Authority subsidiary companies and associated entities (hereinafter referred to as NAPSA Affiliates) in line with applicable laws, NAPSA Policies, Strategic Plan, culture and best governance practices. The role will also ensure the provision of efficient and effective secretariat support to the Boards and Committees of NAPSA Affiliates. Currently, the NA's include entities such as Napsa Subsidiaries and entities such as In-house Staff Pension Fund, NAPSA Club House and NAPSA Stars Sports Club.

1.2 Key Responsibilities

- a) Ensure compliance & conformity with all regulatory, statutory and other legal obligations;
- b) Ensure structures, frameworks, corporate policies and procedures are in place in all Affiliates and are aligned to NAPSA strategic objectives, ethical standards and culture;
- c) Provide effective and efficient secretarial support, including arranging meetings, drafting minutes and resolutions, following up implementation of Board Resolutions, benchmarking Board remuneration, updating Board & Committee charters, mandates and policies, filing statutory returns and logistical arrangements.
- d) Support NAPSA Affiliates in negotiating, drafting, vetting and reviewing all commercial Agreements and corporate transactions.

- e) Provide general legal counsel on legal and commercial transactions and all day to day matters arising from the operations of the Affiliates.
- f) Coordinate and assist Affiliates to timely prepare and submit legal and other governance reports such as internal and external audit reports requiring approval of the Affiliates respective Boards or required by NAPSA.
- g) Conduct on-going regulatory research and assist the Affiliates to develop relevant regulatory universe, legal risk registers and trackers in order to enhance compliance.
- h) Support and advise on the continuing development of governance strategies, compliance and legal risk management frameworks, policies and processes.
- i) Identify, track and escalate legal risks or trends arising from the operations of the Affiliates and assist devise effective strategies to mitigate and manage such potential risks
- j) Advise on legal strategies to effectively pursue or defend legal actions or Alternative Dispute Resolutions ('ADR') on behalf of the Affiliates; and where applicable coordinate the selection, appointment and performance of external legal representatives to ensure favourable outcomes to the Affiliates.
- k) Prepare, compile or coordinate the preparation of various legal reports to various stakeholders in line with the Affiliates's governance and compliance requirements;
- l) Coordinate relationships with key internal and external stakeholders involved in the governance of Affiliates.
- m) Maintain in safe custody the Affiliates Board and Committees and other Statutory Records.
- n) Any other task as assigned.

1.3 Qualifications and Experience

- Grade 12 Certificate with 5 'O' levels with Credit or better including English and Mathematics;
- Bachelor of Laws (LLB).
- Practicing Certificate
- Not less than five (5) years of experience in legal practice at a management level in an organisation of similar size or reputable law firm and with similar scope in legal complexity.

TO APPLY

Your application letter should be accompanied by a CV and copies of relevant certificates and should also specify your contact address and telephone number(s).

Application letters should be addressed to:

Director Human Resources and Administration
National Pension Scheme Authority
Levy Business Park

Church Road
P.O. Box 51275
LUSAKA

The closing date of receipt of applications is ***Thursday, 15th October, 2020.***

PLEASE NOTE THAT:

- **ONLY APPLICANTS WHO MEET THE PERSON SPECIFICATION INDICATED ABOVE WILL BE ACKNOWLEDGED.**
- **ANY FORM OF LOBBYING WILL LEAD TO AUTOMATIC DISQUALIFICATION OF THE CANDIDATE**

**BE SMART, SECURE YOUR
FUTURE**
