



NATIONAL PENSION SCHEME AUTHORITY

EMPLOYMENT OPPORTUNITY

The National Pension Scheme Authority (NAPSA) wishes to fill the position indicated below. Interested applicants who meet the required competences are encouraged to apply.

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

1.0 Legal Assistant - NPS05 (Permanent and Pensionable): Head Office

1.1 Main Purpose of Job

The purpose of the Legal Assistant is to assist the Legal Team conduct research on legal matters, lodge and prepare standard legal opinions, memoranda, documents for court, internal papers and conduct searches at various registries as well as handle correspondence with stakeholders.

1.2 Key Responsibilities

- (a) Prepares legal documents and memoranda in a timely manner.
- (b) Manages correspondence with stakeholders and ensure proper filing and record keeping.
- (c) Attends to the proper execution of various legal documents such as contracts of sale; assignments, and leases.
- (d) Coordinates and uplifts executed documents and submit for lodgement at relevant registries or Agencies.
- (e) Attends to inquiries and queries from internal and external stakeholders in compliance with internal policies and procedures.
- (f) Assists with drafting various legal documents such as legal opinions.
- (g) Keeps case files organized by creating and collating the information to be placed on the files; diarising court dates, monitoring calendars and ensuring that attendance is up todate;

- (h) Enhances trial proceedings by organising evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed.
- (i) Assists with case preparation by researching legal precedents and laws.
- (j) Ensures that fee notes are paid in a timely manner.
- (k) Preparation of legal registers.
- (l) Drafts minutes in departmental Meetings and circulate the resolutions.
- (m) Collates and submits information required for reporting purposes.
- (n) Attends to other duties as assigned by supervisors.

1.3 Qualifications and Experience

- Grade 12 Certificate with 5 'O' levels with credit or better in Mathematics and English;
- Bachelor of Laws;
- Not less than three (3) years' experience in a similar position at a similar level in an organisation of similar size or reputable law firm.

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 ***Friday, 21st February, 2020.***

PLEASE NOTE THAT:

ANY FORM OF LOBBYING WILL LEAD TO AUTOMATIC DISQUALIFICATION OF THE CANDIDATE AND ONLY APPLICANTS WHO MEET THE SPECIFICATIONS INDICATED ABOVE WILL BE ACKNOWLEDGED.

BE SMART, SECURE YOUR FUTURE
