

Job Title: Senior Legal and Compliance Manager
Reports to: Director of HR and Administration
Grade: 9.0

Job Family: Human Resources and Administration
Employment Status: Permanent Pensionable
Job Location: Head Office, Banjul

Job Summary

Under the general supervision of the Director of HR and Administration (DHRA), the Senior Legal and Compliance Manager (SLCM) shall be responsible for all the legal and compliance functions of the Corporation and shall ensure that the legal processes and transactions are executed in accordance with all the relevant internal and external rules and regulations including laws, agreements, policies, and other regulatory guidelines. Additionally, the SLCM shall be responsible for preparing and processing of the mortgage and title deeds of the Corporation and provide legal support and relevant advice in executing the Corporation's mandate and work closely with the private legal retainers of the Corporation on relevant legal matters.

Responsibilities and Duties

1. Supervise the day-to-day operations of the Legal Unit and Monitor the implementation of its KPI to ensure the Unit targets are SMARTLY achieved.
2. Conduct periodic review/appraisal of the Legal Unit personnel and provide guidance on potential areas of improvements for each employee.
3. Provide guidance and support in all aspects of legal and compliance matters to other departments in the Corporation to avert avoidable legal suites.
4. Pursue the defaulting institutions legally to ensure that they comply and are up-to-date in terms of contributions.
5. Guide Management to ensure compliance with laws of the land in all investment matters.
6. Develop a framework for internal policies and control procedures to guide the operations of the Corporation.
7. Prepare all the legal documents of the Corporation including loan agreements, deeds, retainership agreements, title deeds and mortgages in consultation with the relevant departments to ensure that the interest of the Corporation is protected.
8. Work closely with DHRA in managing the loan recoveries of the Ex-staff to minimize potential financial loss to the Corporation.
9. Maintain and make available up-to-date records of sets of templates of legal documents and instruments such as contracts and agreement deeds for ease of reference.
10. Sensitise all employees on latest laws and regulations for the avoidance of a breach.
11. Assist with regulatory compliance initiatives including security and professional standards for the Corporation to achieve its target.
12. Align the legal team's operational activities and long-term goals with the SSHFC Strategy for a sense a direction.
13. Support the compliance process of all existing and prospective contracts, including performing legal audits and advise management accordingly.
14. Participate in the evaluation and ongoing monitoring of services, processes, and systems to ensure compliance with the laws.

Knowledge

1. Excellent knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
2. Excellent knowledge of the structure and content of the English language
3. Good knowledge of principles and procedures personnel training, labor relations and negotiation, and personnel information systems.

4. Excellent knowledge of laws and policies in relation to communication and media, public safety and security, administration, and management, etc.

Skills and Abilities

1. Excellent presentation skills, communication skills both in writing and oral as suitable for the needs of the Corporation.
2. Good strategic leadership and management skills in a larger organization in general or in Government.
3. Good interpersonal, communication, and influencing skills, reflected in an ability to foster effective collaboration across several stakeholders and build consensus, especially in developing policies and guidelines.
4. Excellent IT Skills most especially Microsoft Office Suites.
5. Excellent time management skills with a proven ability to manage multiple priorities and meet deadlines.
6. Excellent ability to prioritize tasks and to appropriately delegate, with consideration that delegation is not abdication.
7. Excellent skills in negotiation and drafting of commercial contracts with strong analytical skills.
8. Ability to multi-tasks and work effectively under pressure to meet tight deadlines.

Qualification and Experience

1. Master's degree in Intellectual Property or Corporate Law with 6 years of post-qualification relevant work experience 3 of which shall be at Senior Management level.
2. Master's degree in Civil Law with 6 years of post-qualification relevant work experience 3 of which shall be at Senior Management level, may be considered.
3. Bachelor's degree in Law (LLB) with 8 years of post-qualification relevant work experience the last 5 of which shall be at Senior Management level.
4. Additionally, SLCM must be called to the Bar with two years post-called experience.