



## **EXCELLENT CAREER OPPORTUNITY**

ZEP-RE (PTA Reinsurance Company) is a specialized institution of the Common Market for Eastern and Southern Africa (COMESA) established to service and develop the needs of the insurance and reinsurance industry. ZEP-RE does business in the whole of Africa and beyond. We are seeking to recruit a high caliber and results-oriented professional to create growth, capacity, and competitive advantage in our business in the capacity of Legal Officer.

### **REF NO. AU/HR/MAUR 001 – LEGAL OFFICER**

#### **THE ROLE**

Reporting to the Company Secretary, the Legal Officer will assist the Company Secretary in effecting the mandate of the Legal and Compliance office. He/She will specifically be responsible for: -

- Bringing best practices in the Legal Department;
- Providing legal advice to other Departments;
- Vetting and updating legal documents to ensure that they meet global standards;
- Ensuring adequacy of the company's policies and compliance thereof;
- Ensuring observance of ERM, HR compliance and good governance;
- Application and effective follow up of legal and protocol issues;
- Acting as secretary to the Management committee and other committees;
- Preparation of documentation and servicing corporate meetings;
- Reviewing legal documents related to the company and ensuring legal safety of the company;
- Any other duties as may be assigned to you from time to time.

#### **THE PREFERRED CANDIDATE**

- The preferred candidate should have:
- A Law Degree from a recognized University; Admission to the Bar (Law Practicing Certification) will be a critical advantage.
- Computer fluency in MS Office suite plus other Insurance/ Reinsurance packages;
- At least 3 years' experience in Legal, Risk and Compliance in a reputable company;
- Excellent communication, interpersonal and administrative skills;
- Be a team player;

Candidates who meet the above requirements should submit applications, attaching a detailed CV with personal details of e-mail, telephone, **current remuneration** and three referees by 05:00 p.m. Friday 23<sup>rd</sup> June 2017 to:

**recruitment@zep-re.com**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**