



EXCELLENT CAREER OPPORTUNITY – LEGAL MANAGER, REGULATORY DEVELOPMENT AND BOARD AFFAIRS

ZEP-RE (PTA Reinsurance Company) is a specialized institution of the Common Market for Eastern and Southern Africa (COMESA), established to serve and develop the insurance and reinsurance industry within the region. We are seeking a qualified, knowledgeable, and results-oriented professional for the position of Legal Manager, Regulatory Development, and Board Affairs.

Job Purpose

The Legal Manager, Regulatory Development, and Board Affairs will work closely with the Company Secretary/Head of Legal & Regulatory Affairs to support regulatory and development aspects across the company's various markets, as well as governance and investor relations.

Job Grade

P1

Responsibilities & Accountabilities

- 1. Regulatory affairs:**
 - i. Regulatory developments Monitoring:**
 - a. Maintain current knowledge of relevant laws of ZEP-RE member states
 - b. Track regulatory developments in the markets in which the company carries out business and advising the relevant departments in a timeous manner, on implications and necessary actions, if any
 - ii. Regulatory engagement:**
 - a. Serve as key liaison with Regulatory offices in the markets in which the company operates/seeking to expand to, and as necessary support the drafting and review of regulations, that may impact the business and operations of the company, from a strategic perspective.
 - b. Plan and arrange for periodic regulatory engagements on key strategic & market development aspects, and the Annual Regulators forum including agenda, speakers, stakeholder participation and ensure execution of resolutions of the prior forum.
- 2. Governance:**
 - i. ESG:** Work with Director Partnerships, to integrate ESG considerations into legal and governance practices
 - ii. Board Affairs:**
 - a. Provide support to the development of ZEP-RE 's governance framework in line with best practice, and
 - b. Support the Company Secretary (CS) on board training & development requirements and related administration affairs
 - iii. Legal & Governance Risk Reporting:** Reporting on the legal & governance risks, as required by the Chief Risk Officer and supporting internal training requirements as advised from time to time.
 - iv. Legal Function Support:**
 - a. Support the legal function in the company subsidiaries and projects as assigned from time to time.
 - b. Advise the procurement department on related policy/legal matters.
- 3. Investor relations:**
 - i. Maintain engagements with ZEP-RE Member States and shareholders including timely address of requests.
 - ii. Provide legal and technical advice and support to ensure adherence to Country Host Agreements (including sovereign immunities issues).
 - iii. Assist current and prospective Member States in drafting, negotiating and concluding various agreements with ZEP-RE
- 4. Supporting the Company Secretary (CS) in the implementation of CSR initiatives,** as directed by the Board and Management

5. Perform such other duties as may be assigned from time to time by the supervisor.

Qualifications:

- Bachelor's Degree in Law (LLB) is required. A Master's degree in Law (LLM) or related field is an added advantage.
- Admission to the Bar (Licensed to practice law in the relevant jurisdiction).
- Minimum of 7-9 years of experience in legal practice, with at least 5 years in a managerial role preferably within a multilateral, corporate or commercial law environment.
- Excellent knowledge of legal principles and practices, as well as best practices in corporate governance
- Experience in commercial litigation and international arbitration within a reputable law firm is highly desirable

Competencies and Attributes

- Demonstrates strong negotiation skills, with a proven ability to achieve favorable outcomes in complex legal matters.
- Possesses exceptional analytical skills and a strong capacity for conducting thorough legal research, ensuring well-informed and strategic decision-making.
- Capable of thriving in high-pressure environments, consistently meeting urgent deadlines without compromising on quality.
- Exhibits excellent judgment and accountability, providing reliable and well-considered legal advice and work products.
- Exceptional interpersonal skills, with fluency in written and spoken English. Multilingual proficiency, particularly in French, is an added advantage.
- A self-driven individual who takes initiative and adapts quickly to changing circumstances, demonstrating flexibility and agility in a dynamic legal environment.
- Comfortable working in a multicultural environment, bringing a respectful and inclusive approach to diverse teams and stakeholders.
- A practicing lawyer in a jurisdiction applying common English law and/or Civil law.

Qualified and interested candidates are invited to submit their updated CV, along with a cover letter highlighting their suitability for the position to recruitment@zep-re.com by **30 September 2024**. Kindly indicate " **Legal Manager, Regulatory Development, and Board Affairs** " in the subject line of your email.

ZEP-RE is an equal opportunity employer and encourages all eligible candidates to apply.