

JUNIOR LEGAL ADVISOR – UNITED AFRICA GROUP

We are looking to appoint a young, vibrant individual in the position of Junior Legal Advisor. The successful incumbent will provide legal assistance to various business units and report into the Group Legal Advisor. Thus, he/she will need to have the ability to work in a fast-paced environment and operate with a high degree of autonomy and accuracy.

Responsibilities:

- Provide legal support to various business units in preparing, revising and finalizing legal and written documents.
- Drafting of contracts and other policies and procedures.
- Properly review, proofread and assist with any materials, including documents, reports, memos, briefings, presentations, forms and other items ensuring accuracy and completeness.
- Monitor and advise on legislative and regulatory changes with special emphasis on legislation applicable to the various business functions.
- Assisting with IR Matters.
- Liaising with external parties including attorneys and counsel.
- Manage communications and correspondence of the legal department.
- Ensure compliance to all relevant laws and regulations

Qualifications & Skills Required

- 2 years' legal related experience.
- LLB or BCom Law degree.
- Being an Admitted legal practitioner will be advantageous
- Excellent command of the English language in a written and verbal capacity
- Ability to work under pressure.

Please note that the responsibilities under each position advertised are not exhaustive and the successful candidate may be required to perform other duties.

Closing Date: 10 July 2023

Applications should be sent to recruitment@united.com.na . Please note that **ONLY** shortlisted candidates shall be contacted.

United Africa Group (Pty) Ltd is an equal opportunity employer.

Affiliates:

