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| **APPROVED JOB GRADE:** |  |
| **DATE LAST REVIEWED:** |  |

Job Title: **Deputy General Manager**

Department: **Corporate Affairs**

Title of Immediate Supervisor: **General Manager**

Title of Direct Subordinate(s): **Legal Officer**

# Overall Job Purpose

To provide legal and advisory services to MMCZ Board, management and staff to ensure that the Corporation adheres to statutory and regulatory requirements while ensuring that its interests are adequately protected.

# Main Duties and Responsibilities

* Provides legal guidance to the MMCZ Board, management and to staff in legal matters regarding the Corporation’s interests.
* Manages and leads the Corporate Affairs and Legal department.
* Organises board and board committee meetings.
* Acts as a liaison between MMCZ and external legal advisors.
* Drafts and reviews all contracts to safeguard the interests of MMCZ
* Prepares reports to the Board and maintains a database of all Board resolutions, board minutes and statutory returns.
* Coordinates the preparation of statutory returns and maintains statutory books.
* Interprets and provides a legal understanding of the MMCZ Act and other relevant legal statutes.
* Develops legal strategies of the Corporation.
* Ensures compliance with good corporate governance standards and all statutory requirements
* Participates in policy formulation, strategic planning and execution

***What decisions do you make without necessarily consulting your Supervisor/Manager?***

# Decides on the appropriate legal action the Board and management should take in a matter

* Decides on matters to be referred to external lawyers
* Decides on divisional expenditure and recommends the value of each item on the budget
* Decides the level of litigious risks the Corporation faces when legal matters arise
* Decides on terms and conditions of contracts entered into by the Corporation

# Supervision Received

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| --- | --- |
| **Method of Checking** | **How Frequent** |
| **Reports** | Monthly, Quarterly & Annually |
| **Meetings** | Weekly & Quarterly |

# Supervision Sent

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| --- | --- | --- |
| **Subordinate** | **Method of Checking** | **How Frequent** |
| **Legal Officer** | Assignment of tasks and reports | Daily, Weekly or Monthly depending on nature of work |
| **Personal Assistant** | Assignment of tasks and reports | Daily, Weekly or Monthly depending on nature of work |

# Problem Solving

* Ensuring compliance to MMCZ policies and procedures and all relevant statutes
* Advising on disputes relating to labour issues and contracts
* Minimising law suits against MMCZ, damage to the Corporation’s image and financial loss

# Minimum academic qualifications required

# A Law degree

* Masters Degree

# Minimum professional qualifications required

* Registration with the Law Society of Zimbabwe

# Experience required (in years)

* At least 5 years experience at a senior level.

# Soft Skills

* Must be able to work with minimal supervision
* Must be accurate and well organised
* Ability to work under pressure and meet tight deadlines
* Excellent verbal and writing skills
* Strong analytical, planning and organising skills.

# Technical Skills

* Legal drafting and interpretation
* Microsoft Office

**CONFIRMATION OF JOB DESCRIPTION**

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**Agreed by Incumbent (Name) (Signature) Date**

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**Agreed by Supervisor (Name) (Signature) Date**