



ADVERT – LEGAL GRADUATE TRAINEE

The Tobacco Research Board - Kutsaga, is a renowned statutory agricultural research institution. We are currently looking for a highly motivated Graduate Trainee in the field of law to join our dynamic team. This position is for a fixed term of two (2) years.

As a Graduate Trainee, you will have the opportunity to acquire valuable experience in our Legal department. If you are enthusiastic about applying the knowledge you have acquired thus far, prepared to take on new challenges, collaborate with industry experts, and become a member of a supportive and vibrant community of graduates, then we are delighted to welcome you to the Tobacco Research Board.

1. DUTIES AND RESPONSIBILITIES

- ❖ Assist in performing legal research and drafting diverse legal documents including contracts, memoranda, and policies;
- ❖ Prepare legal opinions based on comprehensive research and interpretation of intricate and delicate legal matters;
- ❖ Offer counsel and direction on intricate and sensitive legal issues;
- ❖ Assist in guaranteeing legal conformity by managing regulatory filings and conducting compliance monitoring tasks;
- ❖ Attend meetings and accurately record minutes as necessary;
- ❖ Aid in the implementation of legal policies and procedures; and
- ❖ Fulfill any additional duties assigned by the supervisor.

2. QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

2.1. To qualify for the Tobacco Research Board Graduate – Trainee Programme, you must:

- ❖ Have a Bachelor of Laws degree (LLB) in Law;
- ❖ Have completed your degree within the last 2 years;

- ❖ Have no more than 2 years of relevant work experience;
- ❖ Must be a team player and able to fit in a dynamic environment;
- ❖ Must be able to work under pressure and with minimum supervision;
- ❖ Must be self-motivated, eager to learn, and results-driven;
- ❖ Demonstrate drive, ambition, and a passion for challenging work in our operations;
- ❖ Must be highly computer literate.

2.2. Other Requirements/Competences

The candidate must also be;

- ❖ Highly organised, task-oriented, and analytical character with impeccable attention to detail;
- ❖ Possess excellent interpersonal communication skills;
- ❖ Demonstrate a high level of maturity and responsibility;
- ❖ Be a trustworthy individual; and
- ❖ Possess critical and analytical skills.

3. APPLICATION PROCESS

Interested candidates should submit their CV, cover letter, and references to hr@kutsaga.co.zw no later than **09 May 2024** with "Graduate Trainee Legal" in the subject line. *Only shortlisted candidates will be responded to.*

At Kutsaga, we are dedicated to fostering inclusivity and promoting equal opportunities for all individuals, irrespective of their background or experience. We strongly encourage applicants possessing the qualifications and attributes outlined above to apply, without any regard to their race, tribe, place of birth, ethnic or social origin, language, class, religious beliefs, political affiliation, opinions, customs, cultures, sex, or gender. Our selection process is strictly merit-based, and we will select the most qualified candidate accordingly.

