Dear applicant,

JOBBERMAN JOB VACANCY: LEGAL GRADUATE TRAINEE

Dear candidate, we received your resume from Jobberman. To further our request, **please read below carefully:**

Our client, Juris Law Associates, has openings for GRADUATE TRAINEE LAWYERS.

Location: LAGOS

**Job ID: NCJM-Dec22Los**

Minimum Qualities, Expectations, Knowledge, Skills, and Abilities are:

1. Completion of Law School and NYSC
2. Excellent command of written and spoken English
3. Computer literacy
4. Interest in Litigation, commercial practice, and research
5. Eager to learn
6. Ability to get to work location on time (Ikoyi)

If you are interested or know someone who will be interested in the position, kindly email the following to [jobs@ncicworld.com](mailto:jobs@ncicworld.com) as MICROSOFT WORD ATTACHMENTS ONLY. NOTE, IF YOU DO NOT COMPLY, YOU ARE AUTOMATICALLY DISQUALIFIED!!

If you are still interested in the position, kindly:

1. Send in your application by email to [jobs@ncicworld.com](mailto:jobs@ncicworld.com). \*\*In the subject field, write the date of your deadline for submission and the **Job ID: NCJM-Dec22Los** and position you are applying for.
2. Note that only applicants that reside in Lagos with easy commute to Ikoyi are advised to apply
3. All correspondence will be via email
4. The interviews will be in the following format:
   1. First interview is the writing test under PART A below
   2. Second interview, PART B, will be via Zoom (kindly ensure you know how to navigate the platform, know how to share your screen,. and ensure you have adequate network coverage). \*\*Please use a Laptop or similar device for this part and not your phone. You will be sent a Zoom invitation if you are successful with PART A
   3. Third interview, PART C, will be face to face at the client’s office where you will deliver your PowerPoint Presentation
5. Only successful candidates will be notified

PART A

1. In not less than 800 words, how to file a Limited Liability Company’s annual return in CAC.
2. In not less than 800 words, tell us about yourself and why you believe you are the preferred candidate for this position.
3. Resend your resume as part of this application
4. Your response should include the following in the body of your email:
   * 1. Your name
     2. Position ID (this should be written boldly in the subject field)
     3. Your qualification(s)
     4. Your date of birth
     5. Your current email address (only one email)
     6. Your most reliable phone number (only one phone number)
5. Prepare a 30 minute PowerPoint presentation (PART C) on your first 100 days in office if you are employed. If successful, you will be invited to make the presentation.
6. Please check your email regularly as this is the only method of communication and information will be sent in real-time.
7. On the day of the final interview, you will be expected to bring the following:
8. Photocopies of your credentials
9. 2 recent coloured passport photos

**\*Numbers 1 to 3 should be sent as Microsoft Word document attachments.**

\*\*Numbers 1-4 should reach us at jobs@ncicworld.com on or before the close of business on Wednesday the 14th of December 2022 to be invited to our interviews. Your interview date, time, and Zoom invitation will be emailed if you successfully complete PART A.

\*\*It is crucial you follow instructions above as you might be disqualified if your submission is not as requested\*\*

\*\*\*\*Kindly acknowledge receipt of this email.

Regards,

The Recruiting Team