

JOB DESCRIPTION/SPECIFICATION

1. IDENTIFICATION SECTION

JOB TITLE : Legal Officer

GRADE : ZAQA/05

INSTITUTION : Zambia Qualifications Authority

DEPARTMENT :

SECTION : Legal

UNIT :

JOBHOLDER :

2. **JOB PURPOSE** : To undertake the provision of the legal services in order to ensure that the Authority operates within the legal framework and safeguard its interests.

3. KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Litigation	Undertakes timely preparation and presentation of court matters in order to safeguard the interests of the Authority.
Legal Advice/Opinion	Undertakes effectively provision of legal advice/opinion in order to ensure the operations of the Authority are within legal confines.
Legal Documents	Undertakes timely the preparation and review of legal documents, instruments and contracts in order to ensure compliance and safeguard the interests of the Authority.
Research	Undertakes effectively the conduct of legal research in order to facilitate decision making.

4. REPORTING RELATIONSHIPS

- a) **Reports to:**
Legal Counsel and Board Secretary
- b) **Other Jobs Reporting to (4a) above:**
Nil
- c) **Number and Level of Immediate Subordinates:**
Nil

d) Contacts

i) Internal Contacts:

Ministry of Education on legal matters
Ministry of Justice on clearance of contracts, contractual obligations and legislation
Regulatory and Professional bodies on Memoranda of understanding
Law Association of Zambia on regulation and professional guidance
Courts of Law on litigation
National Prosecution Authority on prosecution of cases
Zambia Police Service on investigations

ii) External Contacts:

Nil

5. RESPONSIBILITIES

a) Safety and Health of Others:

Nil

b) Responsibility for Public Resources:

Responsible for all resources under the job holder's charge

c) Level of Authority and Decision Making:

Makes technical decisions.

d) Consequence of Error:

Incompetence or negligence on the part of the job holder could lead to inefficiency in the provision of legal services.

6. KNOWLEDGE AND SKILLS REQUIREMENTS

a) Minimum Primary/Secondary Education:

Full Form V/Grade 12 School Certificate

b) Minimum Vocational/Professional Qualifications:

LLB Degree

c) Minimum Relevant Pre-Job Experience:

Nil

d) Communication Skills

i) **Written Skills**
Ability to write analytical and technical reports

ii) **Oral Skills**
Ability to communicate effectively in English

e) **Other Skills/Attributes:**
Computer Literate
Integrity
Interpersonal
Negotiation
Attention to detail
Confidentiality

7. ENVIRONMENTAL AND OTHER FEATURES

a) **Condition of Work Place:**
Office

b) **Physical Effort Applied when Performing the Job:** Minimal

c) **Mental Effort Applied when Performing the Job:**
Moderate mental effort associated with provision of legal services

d) **Hazards Involved in the Performance of the Job:**
Nil

8. JOB DESCRIPTION APPROVAL

Agreed by (Signature)

Job Holder:.....**Date:**.....

Supervisor:.....**Date:**.....

HOD:.....**Date:**.....

Director General:.....**Date:**.....