

## **JOB TITLE: PRINCIPAL OFFICER - LEGAL AND BOARD AFFAIRS - ZPPA 04**

### **1.0 PURPOSE**

To carry out tasks aimed at supporting the Board Secretary in drafting legal documents, representing the Authority in Court and generally provide legal services to the Authority.

### **2.0 STATEMENT OF MAIN DUTIES**

The jobholder will specifically perform the following duties among others:

2.1 attend to litigation on behalf of the Authority and draft all relevant court documents in order to ensure that the legal interests of the Authority are adequately protected;

2.2 draft letters of demand and takes all other necessary steps to ensure that the Authority recovers monies owed to it;

2.3 review and draft contracts and other agreements in order to protect the interests of the Authority and ensure that they are in line with the provisions of the Public Procurement Act, No. 12 of 2008 and Public Procurement Regulations, 2011;

2.3 undertake review of procurement legislation and recommend amendments to enable the Authority carry out its functions effectively;

2.4 advise the Authority on the interpretation of the provisions of the Public Procurement Act, Regulations and other related matters whenever required;

2.5 assist with the enforcement of the Public Procurement Act and Regulations;

2.7 assist with the coordination of Board, Board Committees and Management meetings and maintain a record of the proceedings; and

2.8 performs other related duties assigned by the Board Secretary.

### **3.0 QUALIFICATIONS AND EXPERIENCE**

3.1 Full Grade Twelve (12) School Certificate with at least five (5) credits or better;

3.2 Bachelor of Laws Degree and Advocate of the High Court;

3.3 A least four (4) years' post qualification experience.

### **4.0 OTHER SKILLS AND OTHER REQUIREMENTS**

4.1 Good communication skills in writing and oral orientation;

4.2 Good interpersonal, analytical and negotiation skills;

4.3 Must have current Law Association of Zambia (LAZ) Practicing license; and

## **5.0 TENURE**

The position of Principal Officer-Legal and Board Affairs is on permanent and pensionable basis.

### **APPLICATION PROCESS**

All applications will be treated in strictest confidence and should comprise a curriculum vitae and certified copies of Grade Twelve (12) certificate, Degree including transcript of degrees and any other relevant certificates, National Registration Card, and current practicing certificate of the relevant professional body as required by each position. Applications should be addressed to:

The Director General  
Zambia Public Procurement Authority  
Stand 11790 Sub J  
Off Alick Nkhata Road  
Procurement House  
P. O. Box 31009  
LUSAKA

### **CLOSING DATE**

The closing date for receipt of applications will be Friday, 3rd October 2018 at 17:00 hours. Only shortlisted candidates will be contacted.