



INSURANCE GROUP OF TANZANIA LIMITED

Head Office

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Branches: IPS – DSM | Tanga | Moshi | Arusha | Dodoma | Kariakoo | Makambako | Mwanza | Kigoma

INSURANCE GROUP OF TANZANIA LTD is a private limited liability company registered under the Companies. The company is predominately Tanzanian owned and is duly licensed by TIRA to transact General Insurance Business in the United Republic of Tanzania.

JOB PURPOSE

The legal officer is the principal legal advisor of the corporation including the Board of directors. He/She is responsible for internal and external legal issues, such as compliance and keeping the company out of legal trouble. They are responsible for all legal matters, advice and legal representation of the corporation and other related matters.

POSITION: Legal Officer Intern

We are looking for a talented and experienced Legal Officer Intern that will play a key role in assisting our company in all legal matters and reporting. This is an Intern role reporting to Legal Officer with oversight of our general claims, operations, and management reporting.

PRIMARY RESPONSIBILITIES

Key areas	Activities
Legal Advisory services	Provide legal protection and risk management advise to management
	Review and provide advice on all documentation that require legal input
	Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff.
	Interacts with management to advise on all aspects of legal implications
	Provides advise on risks and mitigation measures and follows corrections and implementation of mitigation measures
	Keeping track of new updates in relevant legal provisions and provide advice and follow up management actions accordingly
Process legal documents	Assist in drafting different types of legal documents and review settlement paperwork, contracts, client agreements, demand notes, share certificates, court filings and other legal documents. This activity may occupy a large part of a day-to-day work and demands attentiveness and accuracy.
	Assessing ongoing cases and execute the best course of action
	Preparing Board reports on all completed cases that need to be brought to the attention of the board
Conduct legal research	Conduct studies into legal materials because laws and policies evolve constantly. This can include researching and reviewing judicial precedents, domestic and international laws, journals, articles and reports. Performing research allow to stay current on all new laws and offer well-informed legal advice.
Identify and mitigate risk	Regularly examine the companies' activities and decisions to discover key areas of concern. Doing so enables professionals to recommend alternative plans of action

	and reduce risk to the greatest extent.
	Ensuring and providing support to the organization for timely identification of legal risks and communicating to the Company Secretary and respective head of directorates for mitigation measures
	Ensuring mitigation measures are implemented timely to prevent losses, enhancing accountability and performance
	Participates in risk management sessions that have a bearing on legal matters, reviews risk reports for purposes of managing key risks efficiently in the risk management process
	Provide guidance and supports follow ups on investigative audits reports and their outcomes
	In collaboration with the internal audit, overseeing IGT legal risk management programs for the entire system, recommending and assisting in the development of policies, procedures and systems pertaining to risk management issues
Litigation Management	Follow up on litigation cases where IGT is part to that case, and ensure that all cases are attended accordingly.
	Keep an up to date schedule and compiling list of claims and status with a view of establishing impact costs.
	Receive court summons and liaise with external lawyers.
	Advising the organization and related entities on the litigation risks of possible business decisions, providing preventive counselling with respect to the legal risks associated with business practices ; and developing strategy with both inside and outside counsel in response to civil litigation and regulatory inquiries.
	Review progress of outstanding litigations and liaise with and manage external lawyers
	Preparing Board Reports on all Litigation Matters
Statutory Compliance	Ensure company's compliance with statutory and regulatory requirements.
	Formulate compliance check-lists to be used for the purpose of ensuring that all information required is provided accordingly
	Managing legal implications of new contracts.
	Prepare regular reports for senior management meetings.
	Ensuring compliance and renewals of all the licenses, contracts, agreements and permits of the organization.
Liaison with External Counsel	Monitor external counsel to ensure legal representation and handling of cases is effective
	Do follow ups and get updates from external counsels on all legal matters
	Prepare necessary documentation for the handling of cases for external counsel
	Keep an up to date of the status of all cases against IGT.
	Review court awards / arbitration settlements and advise if decretal sums are to be paid or if the organization is to appeal against the judgment entered
	Review and advise management on legal implications of internal policies and procedures
	Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements
Monitoring & Evaluation and Documentation	Analyzing problems and difficulties encountered in the legal arena and taking or recommending remedial action to mitigate against risks that may arise
	Continuously monitor compliance with statutory obligations and advise senior management accordingly

	Creating a database for all legal aspects for ease of reference
	Collection of Receivable
Others	Perform any other related duties as assigned by the Board and the Chief Executive Officer (CEO)

ESSENTIAL QUALIFICATIONS,

Knowledge and Experience

1. Degree holder in law or Postgraduate Degree in law from recognized university.
2. He/She must possess a Post Diploma in Legal Practice offered by the law School of Tanzania
3. At least 1-2 years of working experience in the legal field in a reputable firm;
4. Computer Literacy
5. Having worked in the insurance services industry and jurisdiction will be an added advantage

Core Competencies

1. Good knowledge of the Tanzania legal system and in-depth knowledge of regulatory laws.
2. Analytical thinker
3. Excellent interpersonal skills
4. Excellent communication, negotiation, and diplomatic skills.
5. Demonstrated experience in legal research
6. Possess negotiation skills
7. Strong drafting skills
8. Judgment and decision-making skills
9. Planning and organizing skills

NUMBER OF POSITION(S) : 1

EMPLOYMENT TYPE : Internship

REGION : Dar es Salaam

AGE LIMIT : Not above 35 years

REMUNERATION : According to IGT salary scale and other terms and conditions of IGT.

DEADLINE : 03rd May 2024.

NOTE:

Please include "Application for Legal Officer Intern Vacancy" in the Subject of the e-mail.

All applications shall be addressed online to Human Resource Officer via Email: ajira@igt.co.tz