



## VACANCY NOTICE: LEGAL OFFICER

The Authority invites suitably qualified and experienced candidates to apply for the position of Legal Officer on a fixed-term contract of twelve (12) months. The incumbent will be responsible for providing legal support services that ensure the Authority's operations are in compliance with applicable laws and regulations.

### **Key Duties and Responsibilities**

- Providing legal advice and opinions to the Authority on various matters.
- Representing the Authority in court and in other legal proceedings.
- Drafting and reviewing contracts, agreements, and legal documents.
- Managing litigation and liaising with external legal counsel.
- Drafting and reviewing internal policies, procedures, and legislation.
- Handling debt collection processes and enforcement actions.
- Ensuring legal risks are identified and mitigated appropriately.

### **Minimum Qualifications and Experience**

- A Bachelor of Laws (LLB) degree from a recognised institution.
- At least three (3) years post-qualification legal experience.

### **Core Competencies**

- Sound knowledge and experience in the drafting and review of contracts.
- Demonstrated experience in litigation and legal representation.
- Strong written and oral communication skills.
- High level of professionalism and ability to work under pressure and meet deadlines.

### **Contract Duration**

12 Months (Fixed Term)

Interested candidates should submit their applications together with a detailed CV and certified copies of academic and professional qualifications no later than Friday 01 August 2025 to: [recruitment@zinwa.co.zw](mailto:recruitment@zinwa.co.zw)