

## **Job Position: Legal & Regulatory Officer**

### **Main Duties and Responsibilities:**

- Manage and co-ordinate ongoing legal contracts
- Assist in day to day legal and regulatory matters when required
- Represent the Company in various meetings and forums in the Government and other regulatory circles
- Facilitate visits/meetings with the government agencies in order to resolve issues or fulfill the requirement of the regulatory authorities where required
- Pro-actively gather information and lobby for the interest of the Company, within government circles in order to maintain productive working relationships with the authorities
- Analyze the Regulatory framework which includes the Regulations, Policies, Determinations & Consultations Papers issued by Authority (ICTA)
- Responsible of the routine basis correspondence with the government bodies like the ICTA, Ministry of Information and Communication Technologies and other Cellular & fixed operators on behalf of Emtel
- Provide legal assistance in routine operational legal matters such as drafting and reviewing of contracts

### **Required Qualifications and Experience:**

- Degree holder in LLB
- Previous working experience or traineeship exposure in related field where applicable
- A good knowledge of legislation and policy issues in relation to the ICT industry

### **Required Skills and Aptitudes:**

- Well versed in Microsoft packages
- Excellent communicator, both written and oral, with an ability to communicate complex information clearly and concisely
- Customer Service Skills.
- Team Skills
- Project Management Skills.
- Time Management Skills.
- High level of integrity and strict compliance with Emtel's code of conduct, rules and policies.

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