

<b>Job Title:</b>	<b>LEGAL ASSISTANT/HR OFFICER</b>
<b>Job Objective/ Purpose of Job:</b>	Provide assistance in the coordination of Human Resources, Corporate Secretarial Services and of Legal services and Regulatory Compliance in respect of company's operations.
<b>Department/Division/ Unit:</b>	Legal and Corporate Services
<b>Location:</b>	Lagos
<b>REPORTING RELATIONSHIPS:</b>	
<b>Functionally Reports To:</b>	Head, Legal & Corporate Services
<b>Administratively Reports To:</b>	HLCS
<b>Supervises:</b>	

**WORKING RELATIONSHIPS:**

<b>Internal</b>	Employees
<b>External</b>	Firm's Clients, Federal, State and Local Government Bodies, External Solicitors, Regulatory bodies inter alia

**Job Duties/ Responsibilities/ Accountabilities:**

Human Resources

Assist Company's Secretary in the following:

- Develop HR operational action plans aligned to the overall Kedari Strategy and business plan
- Develop performance management system for Kedari
- Conduct needs analysis and implement appropriate solutions and interventions
- Implement HR systems practices, policies and procedures
- Cost effective talent acquisition including packaged remuneration to suit stakeholders
- Provide services that minimize conflict, promote a healthy working environment and improve industrial and employee relations
- Develop Job Descriptions and Job Evaluations
- Set up assessment centres and conduct Companywide recruitment

- Oversee Facility and Fleet Management

Corporate Secretariat

Assist Company's Secretary in the following:

- Ensure company secretariat is up to date with all CAC requirements
- Filing and updating of Secretariat documents for KCAP and all subsidiaries
- Process and obtain secretariat documents when required.

Compliance

- Assist in ensuring compliance with laws on rates/taxes/fees affecting Company's operations, through the review and approval of demands from governmental agencies after ascertaining their legality for payment.
- Assist in ensuring company and subsidiaries are compliant at all times with the requirements of ALL applicable regulatory bodies such as SEC, NSE etc.

Legal Services

Assist with legal services as they affect Company's operations as follows:

- General legal drafting and other legal advise
- Assist on all Nigerian regulatory issues
- Advise on legal aspects of business development plans
- Drafting of standard forms
- Prepares documents on all legal instruments

**Key Performance Indicators/ Performance Goals:**

- Implemented policies and documented procedures for work place accidents
- Pension scheme and modality of payment for retired personnel
- Documented payroll list
- Property/casualty insurance policies
- Appraisal of Investment proposals
- Preparation of investment reports
- Prompt preparation of legal agreements in respect of contracts awarded by the company

**Financial Dimensions:**

**JOB SPECIFICATIONS:**

<b>Education Qualification:</b>	LL.B,
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<b>Professional Qualification:</b>	B.L, LLM would be an advantage
<b>Experience</b>	4-5years PQE. Minimum 4 years relevant experience in Financial Services/Commercial law Practice and HR

**KEY COMPETENCIES REQUIREMENTS:**

<b>Functional/ Technical:</b>	Excellent knowledge of job requirements, and delivery of functional services to Company. Broad based knowledge of the Nigerian legal system. Working knowledge of capital markets. Advance computing skills required.
<b>Managerial:</b>	Coordination of resources to achieve departmental goals. Ability to carry out effective prioritisation, Time management, People management, and Negotiation.
<b>Behavioural:</b>	Excellent intra and inter departmental working relationship, diplomatic, articulate, and outgoing.

**WORK CYCLE (HOURS/ DAYS):**

<b>Monday - Friday (8.00 a.m. - 5.00 p.m.)</b>	As required. Mainly office based
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**TRAVEL REQUIREMENTS:**

<b>None</b>	
<b>0 – 30 %</b>	✓
<b>31 – 60%</b>	
<b>61 – 100%</b>	