



EXAMINATIONS COUNCIL OF ZAMBIA

EMPLOYMENT OPPORTUNITY

The Examinations Council of Zambia (ECZ) was established by an Act of Parliament No. 15 of 1983, Chapter 137 of the Laws of the Republic of Zambia to set and conduct Examinations and award Certificates to successful candidates. The vision of the Council is to be an Educational Assessment Body of Excellence.

Applications are invited from suitably qualified and experienced candidates to fill the following vacant position at the Examination Council of Zambia Headquarters.

LEGAL COUNSEL – (1), GRADE ECZ 3

Reporting to the Council Secretary, the Legal Counsel will provide legal advisory services, and manage legal matters, compliance and risks for the council.

DUTIES AND RESPONSIBILITIES

- Review and advise management and Council on legal implications of internal policies and procedures.
- Draft and review contracts, agreements and internal policies and ensure that they comply with all statutory or legal requirements.
- Draft statutory instruments, prescribed forms, gazette notices, memoranda, and other legal documents.
- Participate in law revision or reforms.
- Provide legal advice on tender documents to ensure that processes are followed.
- Review ongoing cases such as examination malpractices and advise management accordingly.
- Check with departments to ensure that their legal risks have been identified, and appropriate courses of action taken.
- Provide legal protection and risk management advice to management, especially on contract management.
- Provide and interpret legal information and disseminate appropriate legal requirements to staff.
- Prosecute examinations malpractices and other offenders, and represent the Council in litigation matters in the Courts of Law.
- Determine and review the progress of outstanding litigation and liaise with and manage external lawyers.
- Formulate compliance checklists to be used for purpose of ensuring that all information required is provided.
- Monitor and enforce compliance with statutory obligations and advise management and Council.
- Prepare monthly and quarterly legal reports for management information.
- Review all contracts or any other documentation to which the Council has committed itself and assess legal implications that need to be brought to the management's attention.
- Facilitate the approval process of contracts for goods and services by the Ministry of Justice.
- Take part in the negotiation of agreements.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent
- Bachelor of Law (LLB Degree)
- Advocate of the High Court of Zambia.
- Member of the Law Association of Zambia (with current practicing certificate).

Applicants who meet the above qualifications are encouraged to submit an application letter, **verified** copies of Academic and Professional Certificates together with detailed Curriculum Vitae including three (3) traceable referees, a copy of NRC and daytime telephone numbers. All applications must reach the undersigned no later than **5th May, 2023**.

Please note that only successful candidates will be contacted. Electronic applications will not be accepted.

The Director Human Resources and Administration
Examinations Council of Zambia
Haile Selassie Avenue, Longacres
P.O Box 50432

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