

## **Job ID : FINANCE AND CONTROL**

**Unit / Division :** Legal Department

**Position Title : Legal and Tax advise for FRENCH SPEAKING CLUSTER  
(DRC/RC/RWANDA/BURUNDI/MADAGASTAR/Mauritius To be continued)**

### **Reports To :**

Regional Head of Finance

### **Main Purpose of Job :**

1. To act as the shared Service regional Legal and Tax Advisor for sapeaking countries, dealing on a day – to – day basis with all matters that have legal and tax consequences, as well as providing guidance, advice, and if necessary intervention, on the day to day running of business from a general and legal perspective.
2. Ensuring that the Companies in the Region, mainly French speaking countries and comply with all statutory requirements and relevant international and local code's.
3. To draft all legal documentation including official letters, submissions, reports and agreements.
4. To assist the company Secretary in the performance of his/her duties when required, and to deputise for the Company Secretary when required.

### **Main Responsibilities :**

1. Negotiating, drafting and authorising of contracts and other legal documents.
2. Provision of day – to – day legal, tax and general, advise and opinions on operations of company.
3. Minimizing as much as possible of disputes / litigious matters.
4. Assisting the regional day – to – day Company Secretarial duties.
5. Co – ordination and running of formal litigation.
6. Interpreting and commenting on draft legislation affecting the Company.
7. Serving in various forums representing the Company.
8. Selection of externals lawyers/ Tax advisors and managing the relationships with the external lawyers and tax advisor.
9. Special Tasks requested by Regional Head of Finance.

### **Key Performance Indicators :**

1. Contracts must be of high and precise standards.
2. Litigious must be kept to the absolute minimum.
3. Timely compliance with statutory requirements.

### **Key Competencies / Skills :**

*Competencies :*

1. Responsible
2. Efficient

3. Team Worker
4. Goal orientated
5. Excellent Organizational and Administrative skills
6. Self – Motivated and Tenacious
7. Organized, Positive and Service orientated
8. Subjective

*Skills and Knowledge :*

1. Very good knowledge of the law and tax mainly in the French speaking countries.
2. Very high attention to detail and accuracy.
3. Ability to work under pressure.
4. Analytical and Problem solving ability.
5. Highly developed negotiation skills.
6. The ability to advise on and adapt different strategies of the business to fit within the law.
7. Proficient in Excel, Ms Word.

**Minimum Required Qualifications and Experience**

Law Degree with good experience in the international taxation law in the French speaking countries.

At least 5 years corporate experience working in multinational companies or reliable law firms.