

Job Title	:	Legal Officer & Assistant Company Secretary (P07)
Role Mission	:	To provide professional legal advisory, corporate secretarial, governance, regulatory compliance and contractual support to the Corporation, ensuring that NBC's operations, decisions and business activities are conducted in accordance with applicable legislation, regulatory requirements, corporate governance principles and internal policies.
Reports To	:	Head Legal Services and Company Secretary.
Required Minimum Education / Training:		A four-year Bachelor's Degree in Laws (LLB) . Computer Literacy and Code BE driver's license is essential.
Required Minimum Work Experience:		At least three (3) years' post-qualification experience in a legal environment. Experience in contract management, legal advisory services and/or litigation will be an added advantage. Experience in a broadcasting, media, telecommunications or other regulated environment will be an added advantage.
Key Performance Areas		
1. Provision of legal advice. 2. Provide support (governance and administrative) in respect of all Board & Sub-committees related matters. 3. Coordinates regulatory, statutory compliance matters. 4. Contracts Management. 5. Performs any other professional duties as assigned by the Head: Legal Services and Company Secretary. 6. Stakeholder engagement 7. Policy Development, Legal Awareness and Training.		
Required Specialization:		Experience in a company secretarial, corporate governance, regulatory or compliance environment will be an added advantage.

Knowledge/ Skills requirements:

1. Analytical skills.
2. Problem solving abilities and planning.
3. Legal research and interpretation.
4. Good time management skills