

We are hiring.

KNAUF

JOB TITLE: Junior Legal Officer

COMPANY NAME: Knauf Gypsum Tanzania Limited

LOCATION: Dar es salaam

JOB TYPE: Full-time

ABOUT US:

Knauf stands for opportunity. We know that opportunity looks different to each person, and we are proud that we see opportunity in everyone. This exciting role within Human Resources Team could be the perfect next opportunity for you to build a unique career, in a values-led culture with a clear purpose of making tomorrow a home for all of us. We are a global manufacturer of construction materials and within our Group, our 41,500 team members in 90 countries across 300 sites provide a huge opportunity for anyone with ambition and energy. We value everyone's contribution equally and we ask that you bring your whole self to work, to enrich the business further, as together we achieve more in a safe and inclusive environment.

Knauf Gypsum Tanzania Limited is proud to be part of the Knauf Group. We have a 9-year heritage in Gypsum manufacturing and have big plans for the future. Our global reach in 90 countries continues to grow and we are looking for passionate, ambitious people to help us achieve our goals. We are all led by the same core values and believe in the powerful potential of large companies to have a positive impact on the world. We are now looking for another team mate to join us in HQ Office as Junior Legal Officer.

As Junior Legal Officer at Knauf Gypsum Tanzania Limited, you will be responsible for overseeing the legal aspects of the company by ensuring legal compliance, providing legal advice, drafting, and reviewing contracts, managing legal documentation, and representing the company in legal proceedings.

What you'll be doing:

1. Prepare and maintain legal documents, including minutes of meetings, resolutions, and other corporate records.
2. Draft and review agreements, and other legal documents.
3. Ensure all contracts are in compliance with legal and organizational standards.
4. Maintain a database of all contracts and legal documents.
5. Identify and assess legal risks and provide proactive solutions to mitigate them.
6. Conduct training sessions on legal topics for staff to enhance their understanding of relevant legal issues.
7. Stay updated on legal trends and best practices and share knowledge with the team.

What we'd love for you to have:

We are interested in you as a person: your attitude, behavior and values. As long as you have the willingness to learn anything you need for the role that you don't already have, we'd love to speak to you. If you have qualification and experience in the following areas:

- Bachelor's degree in law from a recognized institution. Relevant certification is preferred.
- Minimum of 2 years of experience in a legal role, preferably within a corporate or legal firm environment
- Strong knowledge of corporate law, contract law, and litigation.
- Excellent analytical and problem-solving skills.
- Strong negotiation and communication skills.
- Attention to detail and high level of accuracy.
- Ability to work independently and as part of a team.
- Strong organizational and time-management skills.

We'll provide:

A competitive salary, health insurance cover and a year end-performance benefit.

How To Apply: Apply via before <https://careersemea.knauf.com/jobs/4666666-junior-legal-officer> 5th July 2024.

N.B: Knauf Gypsum Tanzania Limited is an equal opportunity employer. We encourage candidates from all backgrounds to apply.



To Apply, [CLICK HERE](https://careersemea.knauf.com/jobs/4666666-junior-legal-officer)