

# Legal supervisor

## **Key Accountabilities**

- Contribute to ongoing matters within the Legal Direction
- Contribute to periodic legal and tax watch for the benefit of the company
- Provide legal support in the drafting and review of contracts
- Prepare minutes of meetings
- Implement legal administrative procedures
- Maintain legal records
- Assist in keeping mandatory legal registers
- Collaborate with and provide legal support to other departments
- Support the management of certain pre-litigation and litigation cases

## **Minimum Qualifications**

- Master's degree in business law or private law (OHADA)
- At least 2 to 3 years of professional experience
- Experience working in Business law and/or contract law
- Excellent knowledge of legal standards (Contracts, Private Public Partnership, Corporate law OHADA, Taxation, Industrial property protection, Security law, Administrative procedures etc)
- Good ability to communicate and write legal analysis and reports
- Good general culture
- Excellent sense of proactivity and rigor
- Strong organizational and problem-solving skills with impeccable multi-tasking abilities
- Exceptional interpersonal skills
- Good knowledge of Benin administration and good network
- Excellent written and Oral English and French Skills
- Advanced Microsoft Office skills

***Only shortlisted applications will be contacted***

***Put in subject the reference of the position you are applying for***

***Deadline: April 20<sup>th</sup> 2024***