

Senior Legal Manager



Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 17, 2025

Published : Sep 19, 2025

Employment Status : Full Time

Experience : Over 10 Years

Salary :

Gender : Any

Career Level : Top Level

Qualification : LLB or BA plus BL (Barrister at Law). A Master's Degree

Job Description

Role Title: Senior Legal Manager (JIB)

Role Purpose: Deliver legal support to the Jospong International Business (JIB) cluster in alignment with the mandates of its subsidiaries, ensuring adherence to applicable laws in Ghana and other jurisdictions of operation. Offer strategic legal guidance and expert recommendations to enhance the delivery of advisory services and proactively manage legal and contractual risks across the Organization.

• **Reports To:** Chief Legal Officer

• **Direct Reports:** Legal Officer/s

• **Internal Relationship:** Chief Legal Officer, Legal Officer/s, Subsidiaries, The Group Team

• **External Relationship:** External Solicitors, Registrar Generals Department, Courts, National Labour Commission, Defaulting Clients, Lands Commission

Key Accountability

- Legal Strategy, Policy & Regulatory Compliance
- General Legal Services
- Project / Investment Legal Service
- Governance Administration
- Meeting & Minute Administration

Key Responsibilities

Legal Strategy, Policy & Regulatory Compliance

- Provide technical guidance in the development, revision; review and recommend for approval and guide the implementation of strategies, policies, and procedures for the provision of legal advisory services in order to minimise legal risks and protect the interest of the organisation.
- Coordinate with key international stakeholders and provide technical guidance for the development and review of organisation-wide and functional areas' policies to ensure their alignment with market rules, applicable legislations, statutory and regulatory requirements.
- Provide legal interpretation; legal opinion for approval on matters relating to governance, conflict of interest, legal risks and compliance in order to protect the interest of the organisation, minimise legal risks and litigation.
- Review and recommend for approval report on legal and statutory compliance with applicable, legislations, rules, regulations and standards by corporate and functional areas.
- Implement approved legal policies, standards and procedures for the Group.

General Legal Services

- Provide legal interpretation, advice and guidance to the Chief Executive Officer, Board and Senior Management on all corporate business transactions and matters including employment, contracts, governance, procurement, etc. to ensure adherence to applicable legislations, statutory and regulatory instruments.
- Lead and direct the provision of legal interpretation, advice and opinion on matters relating to the operations and activities of functional areas in order to ensure compliance with applicable legal, statutory and regulatory requirements, standards, and minimise litigation and legal risks.
- Review, draft and approve legal documents / contracts and negotiations relating to complex or strategic contracts in order to deliver optimum value for the organisation.
- Provide leadership in the provision of legal representation to the organisation in all legal matters, litigation, arbitration and other dispute resolution mechanisms.
- Build strategic partnership with external solicitors and other key stakeholders to provide legal advice, opinion and representation in order to deliver efficient outcomes on behalf of the organisation.

Project / Investment Legal Service

- Provide legal interpretation, advice and opinion on matters relating to projects / investments in order to ensure compliance with applicable legal, statutory and regulatory requirements, standards, and minimise litigation and legal risks.
- Draft and review with precision for approval legal documents / agreements and participate in contract negotiations for projects / investments in order to deliver optimum value for the organisation.
- Review and recommend for approval report on legal and statutory compliance of projects / investments with applicable, legislations, rules, regulations and standard.
- Coordinate and provide technical guidance for the conduct of legal appraisals and due diligence of proposed projects / investments, review third-party legal documentations on proposed projects / investments; review legal opinion for approval.
- Collaborate with key stakeholders to review and recommend for approval legal documentations and agreements regarding project financing, negotiation, closure and disbursement of funds.

Governance Administration

- Review and recommend for approval a governance framework and manual on the roles, responsibilities and activities of the Board to ensure compliance with the corporate governance principles, practices and applicable legislative, statutory and regulatory requirements.
- Review a paper / write-up on opinion and advice for approval on matters relating to governance, compliance with relevant legislations, duties and responsibilities, conflict of interest and disclosure of interest among others of the Board for effective board administration and performance.
- Collaborate with functional areas to collate reports on the implementation of Board decisions, approvals, directives, business transactions and budget & financial performance among others from corporate and functional areas for distribution and consideration by the Board.
- Collaborate with functional areas to develop for approval and implementation induction and training for Board to enhance their understanding and knowledge of the organisation and their duties for effective board performance.
- Liaise with functional areas and follow up to ensure prompt filing of the organisation's annual returns (i.e., financial statements, Auditor's report, etc.) and all other statutory forms / documents to the appropriate bodies in accordance with regulatory requirements

Meeting & Minute Administration

- Review and recommend for the approval and guide the implementation of processes and procedures for the conduct of the Board / Sub / Management Committee meetings to ensure effectiveness.
- Develop for approval Board Sub / Management Committees agenda, meeting schedules and notices the in consonance with the programmes and activities of the organisation and Board.
- Prepare / review / correct Minutes relating to each Board Sub / Management Committees meeting with precision for review and approval.
- Develop / review and for approval resources and logistics required for Board Sub / Management Committees meetings in line with applicable policies, standards, legislation and regulations.
- Perform any other duty(s) assigned by Chief Legal Officer

Education & Experience

Education LLB or BA plus BL (Barrister at Law). A Master's Degree in Law will be an added advantage. Member of a recognised professional body. **Experience** Ten (10) years relevant post qualification experience with at least Three (3) years in a managerial role. Proven experience working across multiple international jurisdictions

Must Have

Knowledge & Skills Excellent knowledge and understanding of Law reports, Statutes, Acts, Rules, Regulations. Extensive knowledge and understanding in legal rules and court procedures. Good knowledge/understanding of the operations of the Group and its subsidiaries. Good negotiation, persuasion and conflict management skills. Excellent legal drafting, minutes taking and board secretarial skills. Excellent communication, presentation and report writing skills. Absolute discretion in handling/dealing with confidential information/data. Ability to maintain professional relationships with internal and external stakeholders. Ability to work in a fast paced and often pressured environment. Good knowledge in the use of Microsoft office, internet and other legal software and tools Sound decision making based on thorough analysis. Good managerial, coaching and interpersonal skills in a team setting. **APPLICATION LINK:** <https://shorturl.at/X0EK2>

Educational Requirements

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Compensation & Other Benefits
