

Job Position: Legal & Regulatory Graduate

Main Duties and Responsibilities:

- Manage and co-ordinate ongoing legal contracts
- Assist in day to day legal and regulatory matters when required
- Represent the Company in various meetings and forums in the Government and other regulatory circles
- Facilitate visits/meetings with the government agencies in order to resolve issues or fulfill the requirement of the regulatory authorities where required
- Pro-actively gather information and lobby for the interest of the Company, within government circles in order to maintain productive working relationships with the authorities
- Analyze the Regulatory framework which includes the Regulations, Policies, Determinations & Consultations Papers issued by Authority (ICTA)
- Responsible of the routine basis correspondence with the government bodies like the ICTA, Ministry of Information and Communication Technologies and other Cellular & fixed operators on behalf of Emtel
- Provide legal assistance in routine operational legal matters such as drafting and reviewing of contracts

Required Qualifications and Experience:

- Degree holder in LLB
- Previous working experience or traineeship exposure in related field
- A good knowledge of legislation and policy issues in relation to the ICT industry

Required Skills and Aptitudes:

- Well versed in Microsoft packages
- Excellent communicator, both written and oral, with an ability to communicate complex information clearly and concisely
- Customer Service Skills.
- Team Skills
- Project Management Skills.
- Time Management Skills.
- High level of integrity and strict compliance with Emtel's code of conduct, rules and policies.

By submitting your personal data to Emtel Ltd, you acknowledge having read and consented to Emtel's Recruitment Privacy Notice (<https://www.emtel.com/recruitment-privacy-notice>) which is subject to Emtel's Privacy Policy (<https://www.emtel.com/privacy-policy>).

Emtel Ltd reserves the right to call only the best candidates for interview and not to make any appointment following this advertisement nor to assign any reason whatsoever for accepting or rejecting any candidate.