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JOB DESCRIPTION

Position title: Legal Officer
Reports to: Director, Finance and Operations
Supervises: Intern
Date: July 2015

I. Mission of the Department

Legal & Trademarks ensures WWF International conducts its activities, and manages its relationships with WWF offices, corporate and public partners in compliance with the law and with integrity; promotes the highest ethical standards across the organisation and assists in setting the tone for a compliance culture; and ensures protection of the WWF logo and trademarks worldwide.

II. Major Functions

This position is responsible for providing high quality legal advice to local Management and teams within WWF offices on a full range of legal and challenging operational issues, in accordance with the following principles: instil and foster a culture of legal compliance, advocate for Ethics & Compliance across all levels within the region, build relationships with external legal advisors within the region.

III. Major Duties and Responsibilities

Legal risk

- Review and provide legal advice on MOUs, Contracts, and tender documents.
- Review ongoing cases and advice management accordingly.
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Provide legal protection and risk management advice to management especially on contract management.
- Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff.

Policy development

- Review and advise management on legal implications of internal policies and procedures.
- Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements in the countries where we work.

Litigation management

- Review progress of outstanding litigation and liaise with and manage external lawyers.
- Identify local needs and develop efficient resource smart solutions including developing network of outside counsel and pro-bono relationships

Regulatory compliance

- Formulate legal compliance check-lists for all the countries to be used for the purpose of ensuring that all information required is provided accordingly.
- Continuously monitor compliance with statutory obligations in the countries and advise management accordingly.
- Prepare monthly and quarterly reports for the department for executive management meetings.

Contract negotiation

- Review all contracts or any other documentation where the WWF has committed itself and assess legal implications that need to be brought to the senior management's attention.
- Prepare, review and modify contractual instruments to assist and support various business activities.
- As needed, provide guidance on contract matters to project managers or other operational staff
- Develop and implement procedures for contract management and administration in compliance with WWF policy.
- Negotiate, review and draft documentation for business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time.

IV. Profile

Required Qualifications

- Law degree, Master's degree is a plus.
- 3 - 5 years of experience in law firm or multinational organisations (private sector or NGO).
- Demonstrate knowledge of, and experience with laws dealing with commercial/contract administration and labour laws
- Good knowledge of Anglophone legal systems within Africa and some experience with either Francophone or Lusophone county legal systems.

Required Skills and Competencies

- In-depth knowledge of regulatory law
- Excellent communication, negotiation and diplomatic skills.
- Excellent command of English, French is a plus.
- Real interest in environment and conservation.
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships

Internal – All divisions within the Africa Regional Office, WWF International, WWF National Organisations.

External – Outside counsel, INGOs

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.