

JOB ADVERT

A foremost Professional Institute in Nigeria needs proven talent to join its workforce to occupy the position of a **Legal Officer**.

Responsible To: Head, Legal & Ethical Compliance Services Department

Location: Lagos

Employment Type: Full-time

JOB PURPOSE

To provide efficient legal support and advisory services to the Institute, ensuring compliance with applicable laws and regulations, mitigating legal risks, supporting disciplinary and ethical matters, and assisting in the formulation and implementation of sound corporate governance policies.

KEY RESPONSIBILITIES

➤ **Legal Advisory and Documentation**

- Provide legal advice and opinion on diverse matters affecting the Institute's operations.
- Draft, review, and interpret contracts, Memoranda of Understanding (MoUs), Service Level Agreements, and other legal documents to ensure compliance and protect the Institute's interests.
- Liaise with External Solicitors on litigation, legal opinions, and other outsourced legal matters.

➤ **Compliance and Regulatory Support**

- Monitor compliance with relevant laws, regulations, internal policies, and professional ethics.
- Maintain up-to-date knowledge of changes in legislation and assist in sensitizing relevant departments and stakeholders.
- Support in the preparation and filing of regulatory and statutory returns (e.g., CAC filings, legal registers, and reports).

➤ **Corporate Governance and Policy Support**

- Assist in the development and review of governance frameworks, internal policies, and codes of conduct.
- Support the Secretariat of Council and Committees by drafting resolutions, taking minutes, and managing legal documentation.

➤ **Disciplinary and Ethical Matters**

- Provide support in handling disciplinary cases, including documentation, communication with parties involved, and coordination of disciplinary panels.
- Ensure adherence to the Institute's Code of Ethics and other professional standards.

➤ **Administrative and Legal Research**

- Conduct legal research and prepare briefs, reports, and internal memoranda.
- Maintain organized and up-to-date legal records and case files.
- Perform any other related duties as may be assigned by the Head of Department.

PERSON SPECIFICATION

➤ **Qualifications:**

- Bachelor of Laws (LL.B) degree from a recognized institution.
- Call to the Nigerian Bar (BL); must be a Barrister and Solicitor of the Supreme Court of Nigeria.
- Membership of relevant professional bodies is an added advantage.

➤ **Experience:**

- Minimum of 2 to 3 years post-NYSC experience in legal practice or in-house legal/compliance role, preferably in a financial institution, regulatory body, or professional services environment.

➤ **Skills and Competencies:**

- Sound knowledge of corporate and commercial law, regulatory compliance, and corporate governance.
- Strong analytical, research, and drafting skills.
- Excellent communication and interpersonal skills.
- High level of integrity, discretion, and ethical judgment.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and legal research tools.

➤ **Key Attributes:**

- Detail-oriented with a strong sense of responsibility.
- Proactive, resourceful, and able to manage multiple tasks effectively.
- Passionate about legal development, professional ethics, and regulatory best practices.

HOW TO APPLY

Interested and qualified candidates should send their applications, including a detailed CV and cover letter, to jobvacancies@cisinigeria.org with the subject line “**Legal Officer**”.