



## LEGAL COUNSEL & COMPANY SECRETARY

The purpose of the job is to coordinate, advise and ensure timely delivery of legal and Company Secretarial services to Sao Hill Energy Ltd and its' project sponsors including monitoring and ensuring compliance to all laws and policies where necessary.

### **Responsibilities**

- Overall responsibility for Legal function
- Commercial contract negotiation and management; supporting all functions in the business including Supply Contracts, Human Resources contracts Finance contracts, Loan Contracts, IT support on software licensing and Customer Development contracts
- Conduct of internal due diligence, data collection, management of transferring contracts, and employees.
- Legally advising on employment/employee related matters and management of internal disputes between employees and the company to avert litigation; supporting the business during Collective Bargaining Agreement negotiations and managing issues that may arise there from during their term to ensure the best interests of the company are achieved.
- Providing leadership in Corporate Governance and the Company Code of Business Principles compliance, ensuring that the company and its employees are complying with internal policies, procedures and controls.
- Management of all litigation for and against the company, including all accident, labour and insurance related matters including those emanating from the company operations.
- Work with international legal counsel on various company legal issues.
- Ensuring statutory and regulatory compliance in relation to the company.
- Providing or coordinating the secretarial services to the Boards of Directors, including preparations for Board Meetings, Steering Group Meetings and issue of Agenda, Minutes, Reports, Resolutions, drawing and filing Statutory Returns and implementing Board directives for the companies.
- Conduct of annual board and general meetings for the company.
- Monitoring the management of the share registers for the company to ensure compliance
- Participate in various business teams to provide legal and business support where required.

### **Qualification and Skills Required:**

- Bachelors Degree in Law (LLB) or Masters in Law and ideally a Certified Company Secretary's qualification.
- Advocate of the High Court of Tanzania holding a valid practicing certificate.
- At least 3 to 5 years experience in a large organization with a strong commercial focus and a good knowledge of the Tanzanian legal system.
- An understanding of due diligence, mergers and acquisitions, joint ventures and drafting agreements such as power purchase agreements and multi-party project participation agreements for operation of facilities including renewable energy projects.

---

### Sao Hill Energy Ltd

PO Box 4730, Dar es Salaam/ PO Box 55, Mafinga, Tanzania  
Tel: +255 22 2602794, +255 784 493606, Fax: +255 22 2602795, email: saohillenergy@greenresources.no  
Reg No. 40027 – TIN No. 107-207-511. Subsidiary of Green Resources AS, Norway



- Applicants should also have real property experience relating to leases, assignments, right-of-way agreements, and title review.
- A good grasp of company laws, employment laws, as well as the labor environment in Tanzania.
- Team player and self motivated.
- Excellent organizational, communication, interpersonal and administrative skills and excellent writing skills.
- Ability to prioritize and multi-task in a fast-paced, deadline driven environment.
- Must be a proficient to advanced user of Microsoft office products, being able to produce own documents, presentations and spreadsheets.

**Reporting to:** The Managing Director of Sao Hill Energy Ltd

**How to apply:**

Send your application including a cover letter indicating the position; a detailed CV highlighting relevant experience, names and contacts of three professional referees, your daytime phone contact, and email address. . The deadline is 5th August 2011.

**Human Resources Manager**

**Sao Hill Energy Limited**

hr.tz@greenresources.no, **copy to: saohillenergy@greenresources.no**

---

**Sao Hill Energy Ltd**

PO Box 4730, Dar es Salaam/ PO Box 55, Mafinga, Tanzania

Tel: +255 22 2602794, +255 784 493606, Fax: +255 22 2602795, email: saohillenergy@greenresources.no

Reg No. 40027 – TIN No. 107-207-511. Subsidiary of Green Resources AS, Norway