

Vacancy Announcement

INCUMBENT: N/A	DESIGNATION: Legal Department
POSITION/JOB TITLE: Legal Assistant	LOCATION: Buchanan / Yekepa
FUNCTIONAL AREA: Legal	SEGMENT: AML
DISCIPLINE: Lawyer	
REPORTING TO: Legal Advisor	BUSINESS UNIT: AM Liberia
No OF PEOPLE MANAGED: TBA	OPERATING UNIT: Legal Department
DATE & AUTHOR: September 9, 2021	TURNOVER:

PRIMARY FUNCTION OF JOB *(Mission)*

The role of the Legal Assistant is to provide high quality, timely legal support, and litigation assistance to ArcelorMittal Liberia Mining Limited management and legal team. Litigation support to counsel including preparation of case books, bundles, and trial folders.

MAJOR DUTIES OF JOB HOLDER *Main Responsibilities. (Mention the differentiating factors, end products and accountabilities where no signoff is needed)*

LITIGATIONS

- Assist the Legal Advisor in handling all litigations involving the Company, both, as Defendant and Plaintiff.
- Assist the Legal Advisor in Handling all labour cases at the level of the Ministry of Labour Hearing Officer, emanating from Buchanan.
- Work with the Legal Advisor, and the External lawyers if Labour cases are transferred from the level of the Ministry of Labour Hearing Officer, to the National Labour Court, and or other Circuit Courts.
- Receive and sign for all court assignments and forward same to the attention of the Company's External lawyers, with copy to the Legal Advisor.
- Work with the Legal Advisor, and the External lawyers to ensure that all Responses and Answers to Complaints filed against Company are submitted to the Courts within the Liberian Judiciary Statutory time frame mandate.
- Work with the Legal Advisor, and the External lawyers to ensure full representation of the Company in Court when cases are assigned in all Courts within the Liberian Jurisdiction.
- Assist the Legal Advisor in Producing quarterly Litigation reports for submission to Corporate, outlining the summary of facts relating to each case.

HUMAN RESOURCES SUPPORT

- Provide support to the local HR team in Buchanan and Yekepa, by interpreting the provisions of the Labour Laws of Liberia.
- Work with HR to ensure that the Company disciplinary procedures are follow, and that decision taken are in line with the Labour laws and AML HR Policy.
- Review HR related contracts
- Advise HR before Disciplinary actions are taken

AML INTERNAL SECURITY TEAM

- Work with AML Internal Security team, to ensure that all theft related cases are speedily investigated and transferred to the National Police for further investigation.
- Liaise with the National Police to ensure that suspects forwarded to them by AML Security are investigated and charged appropriately, and that the suspects are forwarded to court within the statutory time frame for prosecution.
- Provide support to the Government prosecutors during the prosecution of all theft cases occurring in Buchanan, Yekepa and Greenhill.

HEALTH & SAFETY, & ENVIRONMENTAL DEPARTMENTS

- Assist the Health and Safety team to investigate all safety related incidences.
- Provide guidance to the Safety team during the investigation of all vehicle accidents occurring within AML projects counties.
- Report all vehicle accidents to the Company's insurance Coordinator, with copy to the Buchanan Legal team, to ensure that liabilities promptly handled by the Company's Insurer.
- Work with the Environmental team to ensure that all environmental issues raised are promptly handled, to avoid cost or liability to the Company.

COMMUNITY LIAISON

- Work with the Community Liaison team during their stakeholder engagement meetings.
- Review all AML land lease agreement / instrument.

SUPPLY CHAIN MANAGEMENT

- Review Contracts / legal instruments
- Vendor Due Diligence
- Interpretation of Liberia Labour laws

SAFETY

- Adhere to all Health and Safety Policies and Procedures
- Actively contribute to site safety policy and new initiatives and respect the implementation of change as directed by the CEO.
- Attend monthly safety meetings with department personnel and ensure the agreed action plans are achieved.
- Participate in a pro-active safety culture by the identification, development, and review of safe practices and procedures and by ensuring the awareness of all departmental personnel.
- Actively promote the compliance of personnel with safe work practices.
- Ensure all incidents are reported and investigated according to Company and statutory requirements and all recommended corrective actions are completed.
- Ensure all health and hygiene risks in the work areas are identified and reported.

ENVIRONMENT

- Ensure all incidents are reported and investigated according to Company policy and statutory requirements and all recommended corrective actions are completed.
- Seek advice and assistance from the Environment team in the development and implementation of improvement programs to achieve aspects such as agreed eco-efficiency targets, hazardous waste disposal and spill cleanup.

EMPLOYEE DEVELOPMENT

- Participate in personal Training and Development to improve skills.

EDUCATION REQUIREMENTS FOR THIS POSITION (FORMAL QUALIFICATIONS)

Essential

- LLB

Desirable

- At least three (3) years of work experience as a practicing lawyer, working in a Corporate environment will be an added advantage.

KEY EXPERIENCES NEEDED PRIOR TO TAKING THIS POSITION

Essential

- Experience providing legal and/or litigation support in a legal environment.
- A high level of attention to detail and accuracy and the ability to effectively prioritize tasks
- Strong working knowledge in Microsoft office suites (i.e word, excel, PowerPoint etc.)

Desirable

Excellent oral and written communication skills and a strong commitment to working in a safe and socially responsible manner.

- Excellent problem-solving skills with complex problems, including both definition of the problem and generation and evaluation of solutions.
- Proven people management and legal management skills.
- Ability to work in multiple-task environment and properly assign priorities.

COMPETENCIES AND BEHAVIORS REQUIRED:

Essential

- **Client Focus:** Is dedicated to meeting the expectations and requirements of internal and external clients; acts with clients in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Interpersonal skills:** Relates well to all kinds of people – up, down, and sideways, both within and outside of the AML; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse high-tension situations comfortably.
- **Integrity and Trust:** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- **Collaboration:** Can quickly find common ground and solve problems for the good of all; can respect his/her own interests and yet to be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.
- **Energy and Drive:** Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks. Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- **Living the vision and values:** Adheres to the AML Policy set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; is an effective role model to the extent that he/she constantly walks the talk.

PERSONAL ATTRIBUTES NEEDED TO FULFILL REQUIREMENTS OF POSITION

Essential

- Be physically fit and be able to pass a pre-employment medical examination.
- Interpersonal skills.
- Time management and demonstration of professionalism at work
- Have a sense of urgency to meet deadlines

Desirable

- Prepared to face new challenges

TYPICAL CAREER PATH

1. Lawyer
2. Legal Advisor

TO APPLY:

Kindly address your letter to: **Recruitment Unit, Human Resource Department ArcelorMittal Liberia.**

Please submit your letter of application electronically along with your Curriculum Vitae as well as copies of your academic credentials in a **ZIP folder** to: liberia.jobs@arcelormittal.com. **Please note that hard copy application will not be accepted.**

All Envelops or Emails subject line should be marked with the position you are applying for. Deadline for receipt of applications: **September 26, 2021 at 5:00 P.M.** Please note the following: Only short-listed candidates will be contacted.

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY