

Job Description **Chief Legal Officer**

Purpose

This position strategically leads and directs the legal department at (Name of DISCO). The Chief Legal Officer provides legal advice to the CEO, Board, and other departments of (Name of DISCO) and is responsible for (Name of DISCO)'s representation in any legal and regulatory proceedings.

Eligibility Criteria

- 16-year degree: LL.B. / LL.M. / Barrister at Law
- Post Qualification relevant experience minimum of 15 years
- Licensed advocate of the High Court
- Strong background in corporate, commercial law, and contract negotiations preferably related to the power sector at national and international level.
- Exposure of work with Government and Regulatory Authorities.
- Excellent verbal and written communication skills.
- The candidates must comply with the Fit and Proper Criteria as laid down under the Public Sector Companies (Corporate Governance) Rules, 2013 framed under the Companies Act, 2017 and also as laid down under the State-Owned Enterprises (Governance and Operations) Act, 2023.

Age Limit

- Upper age limit is 50 years.

Skills & Knowledge

- Leadership
- Planning and Organizing
- Teamwork and Collaboration
- Decision Making and Problem Solving
- Relationship Management
- Broad knowledge of Business Processes
- Thorough knowledge of laws and regulations relevant to the electricity distribution sector
- In-depth knowledge of market / industry trends from legal perspective
- In-depth knowledge of legal affairs

Key Performance Indicators

- Completion of all assigned targets in the specified time.
- Developing and retaining people.
- Compliance to all laws and regulations applicable to (Name of DISCO)
- Developing (Name of DISCO) legal systems and practices.

Responsibilities

All legal and regulatory affairs of (Name of DISCO)

- Develop and lead corporate legal strategy to promote and protect (Name of DISCO)'s interest
- Oversee all legal and regulatory affairs of (Name of DISCO)
- Represent (Name of DISCO) in legal and regulatory proceedings, as necessary.
- Lead delivery of legal advice, drafting of legal instruments, contract negotiations, and legal resources to promote and protect (Name of DISCO)'s interest
- Manage all regulatory affairs of (Name of DISCO) in coordination with other departments
- Ensure effective delivery of legal/regulatory advice to CEO, Board, and senior decision-makers of (Name of DISCO)
- Manage (Name of DISCO)'s team of lawyers and legal staff to perform their duties as per the letter and spirit of the law to achieve the goals of (Name of DISCO)
- Oversee all affairs of the legal department
- Coordinate with other department heads to maximize effective delivery of legal/regulatory advice and services to their teams
- Maintain effective relationships with key legal and regulatory stakeholders of the electricity sector
- Update the legal and regulatory strategy of (Name of DISCO) periodically and validate its alignment with internal business requirements and external dynamics.

People Management

- Provides effective and inspiring leadership to subordinates;
- Builds competent and high performing team capable to meet current and future needs;
- Delegates responsibilities to subordinates and creates a sense of urgency;
- Ensures parity among subordinates with regards to learning and growth opportunities;
- Leads by example;
- Builds a conducive working environment for an engaged and committed team;
- Promotes a sense of purpose and self-fulfilment among subordinates;
- Manages performance of direct reports through objective setting, continuous support, feedback and formal appraisal;
- Oversees recruitment of lawyers and legal staff;
- Identifies training and development requirements of subordinates to take future roles in coordination with HR;
- Drives employee engagement across the group.
- Handles administrative issues such as conflict management, grievances handling and disciplinary issues.