

<b>Job Title</b>	Legal Counsel
<b>Grade</b>	3A
<b>Business Unit</b>	Legal
<b>Reports To</b>	Manager Legal & Principal Legal Counsel
<b>Location</b>	Suva & Lautoka

## Job purpose

The position will report to the Manager Legal & Principal Legal Counsel and will play a key role in the enforcement of the FNNP Act 2011.

The role is an operational legal advisory position with emphasis on prosecuting employers for failure to pay mandatory contributions for their employees. The role also critically supports the corporate function of the Legal team with the ability to negotiate and document contractual arrangements. Key to the role is the ability to form and maintain strong working relationships with internal and external stakeholders and to become a trusted in house legal advisor to provide support in ensuring that operational objectives are met.

The role also demands a high degree of experience in both civil and criminal litigation matters and having a high degree of commercial acumen.

## Duties and responsibilities

- Appear in court on behalf of the Fund for both criminal prosecution and civil litigation matters.
- Conduct legal research to provide legal advice on a particular subject as and when required.
- To provide legal advice to FNNP Board, other departments and subsidiaries within TAT.
- Represent FNNP in Civil cases in Central, Western and Northern courts.
- Draft Court Documents such as Writ of Summons, Judgment Debtor Summons, Court Orders, Bankruptcy Notices, Winding Up Petitions and other court documents.
- To draft and finalize legal contracts for internal departments.
- Attend to and facilitate the negotiation of commercial / construction arrangements and contracts for the Investment Projects Team.
- To draft and review contracts and advice on tenancy issues for FNNP properties and facilitating their finalisation through to execution.
- Actively participate in the Review of the FNNP Act.

- Conduct meetings with stakeholders on terms of Agreement entered into by the Board including:
  - Representing FNPF at negotiations stages
  - Advising the relevant internal departments
  - Drafting terms of Agreement / MOU
  - Liaising with key stakeholders
  - Advising FNPF internal stakeholders
  - Facilitating the finalisation of the Agreement / MOU through to execution
- Provide training and awareness sessions for FNPF staff on existing and new legislations and their effects on FNPF.
- Assist the Prosecution team as and when needed in representing FNPF in prosecution cases or providing advice where no Prosecutor is available or where there are court clashes.
- Perform any other duties as assigned by the Manager or Principal Legal Counsel.

## **Qualifications**

### **Education & Experience:**

- LLB Degree.
- Valid practicing certificate to practice law in Fiji.
- At least four (4) years' post admission work experience as in house legal counsel or similar practice in commercial matters, litigation, conveyancing and other relevant areas of law.

### **Knowledge & Competencies Required:**

- Knowledge of all applicable laws, rules and regulations.
- Excellent legal negotiation skills with the ability to safeguard the Fund's interest at all times with external stakeholders.
- Good command and familiarity of commercial contractual terms with the ability to draft and review different types of contracts.
- Must have good working knowledge of the FNPF Act 2011.
- Well versed with the Court Rules and related laws.
- Good communication and interpersonal skills.
- Good time management and problem solving skills.
- Sound judgement and ability to critically analyse situations and information.
- High degree of professional ethics and integrity.
- Must have a valid group 2 full driver's license.
- Able to work independently and travel outside immediate place work as and when required.
- Proficient with Microsoft Office programs.

## **Reporting Structure**

*Direct Report: None*

*Indirect Reports: None*

## **Authority Levels**

*Financial: None*

*Staff: None*

*Contractual: None*

No authority to sign on external correspondences on behalf of the Fund.

## **Internal & External Contacts**

### *Internal Contacts*

- All Departments
- Manager Legal
- Manager Projects
- Manager Properties
- Principal Legal Officer – Investments
- Management as required
- Staff as required

### *External Contacts*

- Members
- General Public
- Solicitor General's Office
- Judicial Department
- External Solicitors (local & overseas)
- Contractors
- Consultants
- Statutory / corporate organizations
- Government departments / ministries

## **Working conditions**

The incumbent may be required, to from time to time, to work late hours or during weekends, including travelling to other FNPF branches & agencies or, to work in other functional areas for job rotation for developmental purposes.