

# Become part of the team

## Legal & Compliance Manager

Letlole La Rona Limited “LLR”, a real estate investment company listed on the Botswana Stock Exchange Limited with a diversified portfolio comprising industrial, retail, office and residential properties valued in excess of P1.2 billion is looking for a Legal and Compliance Manager who is ready to infuse innovation when delivering impactful real estate solutions with high integrity and agility to join our self-driven exciting team.

### Purpose of the Job:

Reporting to the Chief Executive Officer, the incumbent provides legal advice to the Board, Management and organisation on compliance monitoring and enforcement; and audits performed in line with the objects and mandate of LLR. S/he also provides advice on litigious matters and resolution of disputes against the organization.

### Responsibilities include but are not limited to:

- Ensuring that LLR complies with all applicable laws and regulations.
  - Performing the role of Board Secretary and all fiduciary responsibilities associated with this function
  - Ensuring full compliance to all regulatory and BSE Listing requirements
  - Providing legal advice and support to the business and support functions
  - Providing legal advice, briefings, recommendations, and reports on material legal issues to all stakeholders.
  - Drafting, reviewing and approving agreements
  - Keeping the Board, Executive Management and Staff up to date with all legal and regulatory matters that affect the Company
  - Formulating and constantly updating the Company’s legal and regulatory Compliance Frameworks and checklists
  - Training relevant stakeholders on applicable laws and regulations including changes thereto
  - Interpretation of statutory provisions, clauses in various contracts and agreements
  - Facilitation of the due diligence process in transactions
  - Building, managing and maintaining objective working relationships with a variety of stakeholders, including external attorneys, business and external stakeholders and industry bodies to ensure business is in a position to obtain expert opinion on specialist areas of law.
  - Maintenance of expert knowledge on relevant legislation industry best practices and new business projects within the business to proactively identify, assess and manage legal risk.
  - Management of legal recoveries for debtors
  - Compiling, implementing and managing Legal systems and processes
  - Developing, implementing and managing all company policies and procedures.

### Qualifications and Experience:

- Bachelor of Law Degree
- 5 years relevant experience with a demonstrated track record.

A detailed Curriculum Vitae (CV) including names of two referees and certified copies of academic and professional certificates should accompany applications.

### Applications should be addressed to:

Chief Executive Officer  
Letlole La Rona Limited  
P O Box 700 ABG  
**GABORONE**

And emailed to: [recruitment@letlole.com](mailto:recruitment@letlole.com)

Letlole La Rona Limited



Applications should be received on or before **28 October 2022**. Only shortlisted candidates will be responded to.