Job Description

1. **Position Details**	
Job Title:	Director Legal Services
Work Location:	RD Head Office
Division:	Legal Services
Patterson Grade:	E3
Last Reviewed:	February 2025

2. **Job Summary**

The **Director of Legal Services** is responsible for overseeing all legal matters within the Roads Directorate ensuring compliance with laws and regulations, providing legal advice, defending the Roads Directorate in court, and managing legal risks. The incumbent is further entrusted to develop MOUs/MOA or SLA with stakeholders of interest to the Riads Directorate as part of ensuring better service delivery and enhanced lead times on services provided by the organization. Their key roles include:

- **Legal Compliance:** Ensuring the organization adheres to applicable laws, regulations, and industry standards.

- **Advisory Role:** Providing legal guidance to the board of directors, executives, departments, and stakeholders on contracts, policies, and governance.
- **Risk Management:** Identifying and mitigating legal risks that could impact the organization.
- **Contract Management:** Reviewing, drafting, and negotiating contracts to protect the organization's interests in consultation with the head of divisions and contract managers.
- **Litigation Oversight:** Managing legal disputes, representing the organization in legal proceedings, and working with external counsel if needed.
- **Corporate Governance:** Advising on regulatory requirements, board matters, and ethical standards.
- **Policy Development:** Establishing internal policies to align with legal and regulatory frameworks.

3. **Key Responsibilities**

Key Performance Areas	**Duties and Responsibilities**
Strategic Management	• Participate in and contribute to the development of the RD, Divisional and Sectional long-term and short-term strategic direction. • Set Legal Division's strategic direction towards ensuring its integration with the organizational

	strategic planning process in collaboration with executive leadership and business partners. • Lead the process of developing and implementing Legal Divisional plans to ensure alignment and coordination with the strategic direction taken by the entire organization. • Align strategic Divisions initiatives with good governance practices to achieve strategic outcomes. • Identify and evaluate legal and strategic risks that impact on the RD and the Legal Division and ensure successful implementation of mitigating initiatives. • Collaborate and communicate departmental strategies with other divisions and external stakeholders for exchange of information on implementation of initiatives. • Create value-driven culture
Leadership and Management	• Maintain collaborative leadership with the division towards the achievement of staff engagement and motivation. • Provide guidance and support to the direct reports in the implementation of RD operations in a manner that ensures achievement of the strategic goals. • Advise, build and maintain relationships with other business unit leaders to develop a clear

	understanding of business needs and create synergies across RD. • Manage individual performance of direct reports through setting performance targets and undertaking regular assessments. • Develop and control annual operating and capital expenditure budget to ensure it is consistent with overall strategic objectives of RD and is within the business plan. • Collaborate with Human Resources Section to continually look for best talent and retain workforce.
Legal Services	• Provide leadership for effective legal services in general law including labour and industrial relations, agreements, contracts and memorandums of understanding. • Supervise the development of legislation to respond to emerging opportunities/risks to RD operations. • Advice EXCO on litigation instituted by or against the Directorate which may significantly affect or impact on the operations of the RD. • Collect and maintain records of relevant judicial judgements, determinations and decisions of the Courts and the Appeals Tribunals. • Defend the Roads Directorate in the courts of law.

	• Advise the Director General on the engagement of the legal services of the external legal expert where necessary in order to augment the Roads Directorate defense
Contract Management	• Director Legal Services to be custodian and originator of contract documents, streamline relationship between Contract Administration and Procurement of works, Administration and Supervision, Quality Assurance – Documentation (ISO compliance).
Board Secretariat	• Perform the role of Secretary to the Board and Board Sub-committees. • Advice the Board on legal issues that may need attention, both in the Board meetings when matters are being discussed as well as when there are no Board sittings, about the sensitivity of matters that need their attention. This will be done in consultation with the Director General. • Responsible for the Board calendar and coordinates the sittings in consultation with the Director General. • Prepare Board documents and checks for standard and quality of submissions before handing them over to the Board members for action. • Attend Executive Management meetings, organize functions to assist both the Director General and Board Chair on legal compliance matters.

Financial Management	• Implementation of the budget (Recurrent). • Oversee the preparation of annual budget estimates for the division and review the estimates and make the necessary requests to the Director General for the appropriate budget allocation. • Monitor expenditure in the division against the relevant budget grants to ensure that no excess expenditure to occur.
Performance Management	• Conduct performance appraisals of subordinates; participate in the selection of new employees and give regular feedback about performance. • Develop and implement division capacity development plan.
Policies, Systems and Controls	• Lead the development of policies, systems, processes and procedures in order to meet business needs. • Perform the role of custodian to legal documents including the origination of policy documents, regulations and acts and further ensure that the final approved document copy is kept in his/her custody as a control measure.
Reporting	• Provide monthly and quarterly reports on the implementation of strategy and divisional initiatives for accountability and performance monitoring.

4. **Working conditions**

- Outdoor/Indoor work
- Extended hours
- Travelling

5. **Job Specifications**

a. **Education** (*Minimum education level requirements*)

Degree	LLB Degree from recognized tertiary institution LLM Degree would be an added advantage

b. **Experience** (*Minimum relevant/necessary experience required*)

Degree	• Ten (10) years' professional experience at senior level role as a legal practitioner • Experience as a legal adviser in a professional services environment • Three (3) years' experience in commercial contract management, preferably in a professional services environment. • Must be admitted as an advocate or an attorney of the High Court of Lesotho or equivalent. Must be member of Law Society of Lesotho or equivalent.

6. **Competencies**

- Collaborative leadership
- Innovation
- Supervision
- Agility
- Accountable
- Change leader
- Capability

Interested candidates are to submit the application letter with the following documents: Certified copies of Educational Certificates and transcripts, ID/ Passport and Curriculum Vitae. Membership certificates are to be attached as well.

For more details about the job advert, please visit the Roads Directorate website and face book page

NB: The closing date for the submission of applications is **27th March 2025.** No late applications will be accepted.

Only those shortlisted for interviews will be contacted. Applications should be addressed to:

Applications are to be submitted to this email address: **careers@rd.org.ls**

The applications should be addressed to:

The chairperson HR, Ethics and Social Committee, Roads Directorate Board,
P.O. Box 194, Maseru 100