

**WANT TO
BUILD PROGRESS
WITH US?**



Legal, Compliance & Data Protection Officer

At Holcim, we're dedicated to building progress for people and the planet. We know it's a big challenge and to make it a reality, we need to bring together a diverse mix of talented and ambitious people who are always ready to perform at their best.

As we continue to look for more sustainable ways to build, we need people who are **passionate** about sustainability, driven by **curiosity** and keen to **grow, learn, develop** and **thrive** in our high-performance culture.

Bamburi Cement Plc is a member of Holcim, the world's global leader in building solutions.

Bamburi Cement is the leading cement manufacturing and marketing company in the Eastern Africa region. It has three subsidiaries Hima Cement Ltd (Uganda), Bamburi Special Products Ltd and Lafarge Eco Systems Ltd. The Company is driven by the needs of its customers, shareholders, local communities and architects in creating high value-added solutions which encourage creativity whilst leaving a lighter trace on the world

Bamburi Cement Plc is looking to employ a **Legal, Compliance & Data Protection Officer**.

The role reports to the **Head of Legal & Compliance**. The role is part of the Legal and Compliance team.

The opportunity at a glance

The purpose of the role is to handle legal, compliance and data protection matters in which the Company is involved and support on company secretarial and administrative services within the Legal & Compliance Function.

Your responsibilities

Legal

Advisory Services

- Provide legal advice and guidance to internal customers in a variety of legal matters including legal implications of any action, inaction or decision with respect to day to day operations.
- Maintain awareness of new legislation, trends and developments; incorporate new legislations, trends etc. as appropriate and review regulatory issuances and other relevant publications to ensure the business is up to date on new regulations that may affect it.
- Perform legal and regulatory research for special projects as assigned.
- Assist in policy and legislative development; research, review, preparation of resolutions/motions, policy drafting etc.

Contracting & Documentation

- Negotiate, draft and finalize legal documents and contracts on behalf of the company in liaison with the respective department and third parties.
- Review, edit, comment and finalize agreements drafted by other parties (external counsel, counterparties, other Company lawyers etc).

- Assist in improvement of existing contract templates and procedures and maintain a register of all contracts and follow up on renewals and timely stamping.
- Prepare/review securitization documentation and other financial transaction documentation.

Litigation Management

- Deliver an effective litigation strategy for managing and reporting all ongoing and potential litigations.
- Proactively manage litigation risks and regularly monitor key developments in the litigation arena, identifying issues that would directly impact the Company's operations.
- Receive service of all court summons, notices and other legal process on behalf of the Company, identify and recommend appropriate external counsel to take up the matter.
- Prepare, review and assemble materials, documents and exhibits for court appearances and dispute resolution and call upon/oversee witness preparation.

Compliance

- Review, draft, disseminate, advise on and implement Holcim Group Compliance Policies and Minimum Control Standards.
- Support in the compliance training of employees on; Anti-Bribery and Corruption, Code of Business Conduct, Fair Competition, Conflict of Interest, Gifts, Hospitality & Entertainment & Travel, Sponsorship & Donations and the Integrity line.
- Support the Head of Department in the administration of licences and permits including oversight of the maintenance of a register for the Company.
- Monitor ongoing programs and operations for legal compliance, identify legal risks, recommend and follow through risk mitigation strategies including appropriate stakeholder engagement.

Data Protection & Records Management

- Monitor and drive compliance with data protection laws, Holcim Group data protection and records management policies, and undertake awareness training and audits.
- Act as a contact person for the Company and regulatory authorities on all matters related to data protection.
- Monitor implementation of the data protection policy in the Company to avert any data breaches in anyway and with all stake holders across the business.
- Manage input, retrieve, update and destruction of documents in the archives.

Cost Control

- Approve payment of certain invoices after confirmation of satisfactory service delivery.
- Monthly review of the budget/spend reports.

Your impact

You will contribute to ensuring the achievement of overall Company performance through:

- Delivery of the Legal & Compliance functional strategy aimed at ensuring the Company meets its vision, objectives and strategy.
- Proactively business partnering various functions to ensure a clear categorization and appreciation of legal issues/risks in each engagement/assignment for effectiveness and efficiency.

- Championing compliance across the organization and timely delivery of the Legal and Compliance annual plan.
- Participation in projects/operation assignments where you will identify and mitigate legal risks to ensure smooth operations.
- Support in the management of Code of Business Conduct issues, investigations and reporting of the same to the Holcim Group Compliance Team whenever they occur.

Your experience

This job may be for you if you have:

- A recognized Graduate in legal qualification through a reputable academic institution and competence in providing legal advice to internal stakeholders.
- Admission to the Bar in Kenya with a valid advocates practicing certificate
- Minimum of 5-8 years' of experience in both external and in-house legal practice primarily spent in the manufacturing industry and/or in a corporate environment.
- Demonstrated experience in handling legal compliance matters, training on legislative matters and leading on regulatory engagements
- Demonstrated experience and skills in successful collaboration with public and private stakeholders.
- Excellent written, communication and oral skills with demonstrated experience documenting and disseminating legal and compliance information.
- Ability to apply strong strategic, analytical skills and good judgment.
- Integrity and honesty

Our offer

While you help us deliver world-class construction solutions, we promise to help you grow in a dynamic working environment that offers attractive working conditions and encourages personal and professional development.

Do you have the drive, the skills, and the passion to join us? If you are interested in joining our team, please send your Application Letter and detailed Curriculum Vitae containing names of three referees who can provide confidential assessment of your capabilities by **25th October 2022** to the address below career.applications.bamburi@lafargeholcim.com Please remember to quote the position on the email subject line.

For more information, please visit our website www.lafarge.co.ke. Bamburi Cement Plc is an equal opportunity employer. Only shortlisted candidates will be contacted.