

# Vacancy: Board Secretary & Legal Counsel



Ref: 2024-16

## The Organization

Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) aims to be the preferred provider of accessible specialized health services in Africa. It serves as a healthcare social enterprise and through development programmes in the community and the most vulnerable. Please see [newsite.ccbirt.org](https://newsite.ccbirt.org) for a full range of CCBRT services and programmes.

CCBRT is governed by a Board of Directors comprised of leaders from the non-profit and profit sectors who voluntarily dedicate time to supporting the organisation's mission and vision. CCBRT is seeking a **Board Secretary & Legal Counsel** to provide high-level clerking, administrative and legal services for the Organization, Board and the General Assembly.

## The Role

The CCBRT Board Secretary & Legal Counsel will work closely with the Board Chair, the CEO, Board committee chairpersons, Board members, CCBRT management, and members of the Annual General Meeting in providing clerking and administrative support. Such tasks included (but are not limited to): Coordination of meetings for Board, Board committee and General Assembly; Taking minutes and ensure adequate documentation; Act as liaison between board, general assembly, management and other stakeholders, ensure board compliance, facilitate board recruitment and onboarding; manage and maintain the board annual calendar and track progress on board activities.

As legal counsel, you will advise the organization on legal matters relating to the industry, including contract law, company law, regulatory compliance, and other areas as required. You will draft, review and negotiate contracts to manage legal exposure; you will provide legal advice on policies and will represent the organization in court. You proactively review any changes in legislation and provide training and guidance to employees on compliance matters.

This job demands a high level discretion, flexibility in working hours, capability of multitasking and an excellent eye for detail.

## The candidate

- Bachelor's degree of Laws (LLB) with at least 3 to 5 years of relevant experience as a legal counsel and/or company secretary role in a demanding organization.
- Strong understanding of labour and company laws and regulations.
- Experience working with Boards and court proceedings would be an added advantage.
- Strong organizational skills, ability to perform and prioritize multiple tasks seamlessly
- Excellent interpersonal skills
- Expert-level written and verbal communication skills (both English and Swahili)
- Proficiency in the usage of database, internet software, e-mail and word processing software.
- Proficiency in Google Suite and Adobe Acrobat. Ability to type accurately.
- A pro-active attitude, self-direction and emotional maturity

If you are interested, please submit your curriculum vitae with two references from supervisors to whom you have reported to in the past and a cover letter telling us why you believe you are the right person for the role.

CCBRT is an equal opportunities employer and encourages people with disabilities to apply. Please send your application via email to: [recruitment.ccbirt@ccbirt.org](mailto:recruitment.ccbirt@ccbirt.org). The selection process will have various rounds of assessments.

**Please indicate job reference number: 2024-16 | Deadline for applications: 16<sup>th</sup> September 2024**