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**JOB DESCRIPTION**  
**PRINCIPAL LEGAL SERVICES**  
**LEGAL SERVICES DEPARTMENT**

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**Position:** Principal  
**Department:** Legal Services  
**Salary:** Step 1 - \$65,651.00 pa  
**Term:** 3 years Contract

**Responsible To: Manager - Legal**

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**Primary Objectives:**

To draft and prepare strategic legal advice to the Manager -Legal based on thorough research and quality analysis and that the outputs and associated targets for the SAA are achieved to the highest possible standards in accordance with the SAA's mandate and current Corporate and Management Plans.

To draft and prepare legal advice of all commercial legal matters including procurement of works and services in accordance with the relevant and application of Government or donor templates and policies.

**Responsibilities and Duties:**

1. Assist the Manager Legal in leading, undertaking and managing the legal side of the work of the SAA, in accordance with the Airport Authority Act 2012, the Civil Aviation Act 1998, and all other statutes, regulations, policies and international agreement/treaties and standards that are applicable to the mandate of the SAA, in order to foster quality assurance and ethical standards of all services and ensure the provision and presentation of well-prepared accurate and practical services.
2. Assist the Manager -Legal in leading, undertaking and managing all procurement and commercial matters within the SAA in order to foster quality assurance and ethical standards of all services and to ensure the provision and presentation of well-prepared accurate and practical contracts and other legal commercial documents required in commercial dealings of SAA:
3. Assist in developing and implementing the SAA's legal policy directions.
4. Assist the Manager-Legal on the management of the legal work and progress through regular verbal and written reports.
5. Prepare and provide strategic policy advice to Manager Legal on all legal matters, including commercial and international matters involving the SAA.



6. Assist the Manager-Legal critical concerns for policy development and strategic advice focusing on the preparation of guidelines, policies and protocols in particular on legal issues.
7. Assist the Manager-Legal with SAA Budgetary needs for legal work requirement and provide assistance in allocating resources.

### **Selection Criteria**

1. Must have a bachelor of law/certificate of law/diploma for procurement training from a tertiary institution or an international recognized tertiary institution.
2. At least 5 years of experience as a Solicitor, with at least 2 years recent experience in litigation, handling commercial matters and in negotiations or meetings including international or regional negotiations and meetings, especially in relation to civil aviation matters. (Essential)
3. Demonstrated ability to draft and review legal and commercial documents, and legal negotiation briefs at a senior level. (Essential)
4. Familiar with procurement systems of Government and other main international donor agencies. (Essential)
5. Demonstrated ability in the management of all commercial matters, civil litigation and general file management (Essential)
6. Demonstrated ability to effectively plan for and manage resources to achieve defined targets/outputs in line with established ethical work standards (Essential).
7. Demonstrated ability to constantly assess and review the delivery of all legal services and make appropriate recommendations for improvements pertaining to legal matters and its contribution to the achievement of the SAA's targets and outputs as set in its mandate and Corporate and Management Plans (Essential)
8. Sound knowledge of all relevant policies and legislation necessary for the provision of well-reasoned, technically accurate and practical legal advice within required time frames (Essential).