



SOLOMON ISLANDS NATIONAL PROVIDENT FUND

VACANCY NOTICE NO. 04/2018

MANAGER LEGAL SERVICES

The Board of Solomon Islands National Provident Fund seeks to recruit and appoint a suitably qualified, knowledgeable and experienced person for the position of Manager Legal Services. This is a senior management position that demands commitment, trust and integrity.

DUTIES AND RESPONSIBILITIES

1. Effectively advice on the enforcement of the provisions of the SINPF Act and regulations to the Board and Management on matters affecting the operations of the Fund to realize its vision and objectives;
2. Conduct search and gather relevant information on legal matters pertinent to SINPF operations that facilitate assisting the Board to make prudent and responsible decisions on policies and legal matters;
3. Drafting appropriate legal documents and commercial agreements for consideration and approval by the Board;
4. Review, advice and draft relevant changes and/ or amendments to the SINPF Act (Cap.109)(as amended) for consideration and approval by the Board to facilitate the realization of the Fund's objectives;
5. Appear as Counsel for the Board in Courts on legal cases and other similar proceedings for or against the Board;
6. Manage the overall operations of the Legal Department and its resources;
7. Provide the necessary in-house legal training of sub-ordinate staff to enhance their knowledge and skills;
8. Investigate cases of non-compliance of provisions of SINPF Act in ensuring strict compliance and, if need to, prosecute non-compliance and enforce any relevant Court Orders;
9. Prepare and ensure the registration of all legal and security documents of the Board are done promptly;
10. Ensure and partake in management and established Board's sub-committees responsible for specific functions of the Fund;
11. Perform any other duties and responsibilities as directed by General Manager and the Board.

Qualification, Knowledge and Experience

1. Minimum Bachelor of Laws Degree.
2. Been a Manager at Senior Management Level with a minimum of three (3) years of working experience in the related field.
3. Must be able to work with minimal supervision.
4. Must be able to successfully lead a team and
5. Must be a good team player.

Conditions of Service

- (1) Attractive remuneration and benefit package will be offered;
- (2) Housing may be provided;
- (3) Annual holiday entitlements will be provided.

Applications

Written application with copies of qualifications (certified), CVs and names of two (2) professional referees to be addressed to:-

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The Board Secretary,
Solomon Islands National Provident Fund Board,
Level 4 NPF Building
P.O. Box 619,
Honiara

or via email to ralepio@sinfo.org.sb;

Closing date for applications is Friday 8th December 2018.