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## Position Description

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Vacancy Title: **Legal Officer**

Location: **Ranadi**

Reports To: **Legal Counsel (v 4.00)**

### Objective

The Legal Officer plays a critical role in assisting the Legal Counsel in managing the legal affairs and supporting the strategic objectives of the organization. Reporting directly to the Legal Counsel (and the Legal Counsel's delegate, the Senior Legal Officer), this position involves providing legal support to the legal team and the broader organization. The Legal Officer assists in ensuring legal compliance, mitigating risks, fostering a culture of ethics and integrity within the organization. This is a fixed-term role.

### Outcomes

#### Organisational Stakeholders

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##### 1. Legal Advisory

- Legal advice and counsel ensured
  - Provide high-level legal advice and counsel to executive management, departments, and business units on a wide range of legal matters
  - Regulatory compliance, contracts, litigation, employment, and corporate governance.
    - Percentage of legal advice provided within established timelines.
    - Quality and relevance of legal advice provided.

##### 2. Litigation Management

- Manage litigation, disputes, and legal proceedings effectively.
  - Percentage of legal disputes resolved within expected timeframes.
- Develop strategies to minimize legal exposure and resolve matters efficiently.
  - Cost-effectiveness of litigation strategies.

##### 3. Compliance Enforcement

- Ensure that the organization operates in full compliance with all applicable laws, regulations, and industry standards.
- Ensure compliance with policies and processes.
  - Rate of compliance within the organization.
  - Number of potential violations identified and addressed.

##### 4. Contract Management

- Ensure that contracts align with organization objectives, protect its interests, and mitigate legal risks.
- Ensure that contracting process is in compliance with procurement policy.
- Ensure that contract register is regularly updated.
  - Average time taken for contract review.
  - Percentage of contracts successfully mitigating legal risks.
  - Average time taken to file contracts to contract register.
  - Percentage of contracts recorded on contract register.

##### 5. Corporate Governance

- Assist in maintaining the highest standards of corporate governance.
- Advise on corporate structure, board matters, and compliance with corporate policies and procedures.
  - Number of instances of non-compliance with corporate governance standards.
  - Timeliness of responses to governance-related issues.

##### 6. Risk Assessment

- Identify legal risks in procurement policies and practices, and staff conduct, and recommend proactive measures to mitigate them.
- Stay informed about emerging legal trends and assess their potential impact on the organization.
  - Number of identified legal risks and proposed mitigations.
  - Effectiveness of risk mitigation measures implemented.

##### 7. Stakeholder Relations

- Build and maintain relationships with external stakeholders, including regulators, legal authorities, and industry associations
  - Successful collaborations and partnerships with key stakeholders.

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## 8. General Administrative Tasks

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- Efficient document management within the legal department.
- Procurement of legal department resources.
  - Efficient document management.
  - Timely and cost-effective procurement.

## Responsibilities - Key Competencies

Competence	Description
<b>Customer</b>	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
<b>Operational</b>	
Health and Safety	Establish and maintain a safe and healthy work environment.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Degree in Law	Unrestricted admission to practice as a legal practitioner

## Work Knowledge and Experience

- Some experience practicing law, preferably in a corporate or commercial setting.
- Strong knowledge of contract law, corporate law, and regulatory compliance.
- Ability to communicate complex legal concepts and issues clearly and effectively.
- Excellent legal research, writing, and analytical skills.
- Detail-oriented with a focus on accuracy and precision
- Knowledge of corporate governance principles and practices
- Familiarity with litigation and dispute resolution processes
- Proficiency in legal research tools and databases
- Strong organizational and time management skills.
- Commitment to integrity, ethics, and professionalism in all aspects of legal practice.
- In-depth knowledge of relevant laws and regulations
- Ability to provide legal advice and guidance to the organization

## Requirements

### Language Proficiency

- Good written and oral communication skills in English

### Regulatory Compliance Requirements

- Driver's License
- Police Clearance
- Medical Clearance

## Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Legal Team	
	Other SP staff members as and when required	
<b>External</b>		
	Relevant Govt Ministries	

Type	Interaction	Comments
	Statutory Authorities	

## Attributes

### Behavioural Styles

- Accountable Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
- Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Integrity Adherence to moral and ethical principles; soundness of moral character; honesty.
- Reliable Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

### Interpersonal Styles

- Perceptive Shows keen insight and understanding of issues or situations.
- Realistic Shows concern for facts and reality, rejecting the impractical.
- Team Oriented Enjoys being with others as part of a group or team.

### Thinking Styles

- Decisive Reaches conclusions, promptly and firmly.
- Reflective Takes a thoughtful and deliberative approach.
- Well organised Controls tasks in a well thought out and critical manner.

## How To Apply

Complete all parts of the Application form online. Upload a Cover letter, upload your CV and must include names and contact details for two (2) referees. Attach Certified Transcripts, Qualification Certificates and other relevant documents. Address Application to: Chief Executive Officer Solomon Islands Electricity Authority P.O. Box 6 Honiara Applications to be received by 4.00pm, Solomon Islands time, Thursday 12 March 2026.

## Contact for Enquiries

Contact Name: Andrew Tausema

Contact Email: Andrew.Tausema@solomonpower.com.sb

Further Contact Information: --

**Closing Date: 12 Mar 2026**