

VACANCY: LEGAL ADVISOR & BOARD SECRETARY (X1)

Tropik Wood Industries Limited (TWIL) owns and operates the largest sawmill, Fiji's only chip mill and is also an independent power producer, selling electricity into the national grid.

We are seeking to recruit a matured and experienced **Legal Advisor & Board Secretary** to support Executive Management. The successful candidate will be based in Drasa, Lautoka.

Responsibilities

This will involve:

- Provide legal advice and collaborate with the Board and Management to monitor compliance of standards and regulations.
- Manage own portfolio of work and makes decisions autonomously while building effective and collegiate working relationships with key internal and external stakeholders.
- Contributes to the development and presentation of information and learning materials.
- Responsible for ensuring compliance with all statutory and regulatory obligations while supporting the governance framework of the Board and Committees.
- Responsible for managing processes to monitor and report on the implementation of Board and Committee decisions.
- Coordinate and prepare materials for board and committee meetings, including agenda creation and timely distribution of high-quality board papers.
- Attend and document board, board committee, and sub-committee meetings, ensuring accurate and comprehensive minutes.
- Coordinate the orientation and induction of Board Directors to ensure responsibilities and accountabilities are understood.
- Manage regulatory compliance tasks, including completion of forms, lodging documents with regulatory bodies, and maintaining statutory registers for entities within the business.

Qualification & Experience

The successful candidate must have the following prerequisites:

- A Tertiary qualification in Law and a Legal Practicing Certificate.
- At least 5 years post admission litigation experience.
- Prior experience in the bargaining process with Union.
- Dispute Resolution Experience.
- Prior experience dealing with company Board related matters.
- Should have extensive experience providing accurate and timely legal advice in relation to relevant regulatory and legislative schemes.
- Demonstrated ability to analyse complex, politically sensitive and legal information and formulate measured responses which minimise risk exposure.
- Excellent communication skills both oral and written including demonstrated superior interpersonal, negotiation and motivational skills.
- Demonstrated proficiency in oral and written communication skills, interpersonal skills and negotiation skills.
- A business acumen partnered with a dedication to legality.
- Strong verbal and written communication skills.
- Excellent interpersonal skills and confidence in working with people at all levels.

Applicants should write in by Friday, 24 November, 2023 with a comprehensive resume to the following link <https://www.tropik.com.fj/careers/>

Or hand delivered to the address below:

Vacancy – **Legal Advisor & Board Secretary**
Human Resources Department
Tropik Wood Industries Limited
Private Mail Bag
Drasa
Lautoka

Only shortlisted applicants will be contacted