

Job Description

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| Job Title | Head of Legal and Compliance |
| Department | Business, Finance and Operations |
| Position Overview | The experienced Head of Legal and Compliance will ensure that the Luanda International School adheres to legal standards, local law and regulations and School internal Policies and Procedures , enforcing regulations in all aspects and levels of School's operations, as well as provide guidance on compliance matters. This position will report to the Principal of Business, Finance and Operations. |
| Key Expectations | <ul style="list-style-type: none"> ○ <u>Child Protection</u> <ul style="list-style-type: none"> ○ All LIS employees are responsible for the safeguarding of children and must perform duties in accordance with the LIS Code of Conduct. ○ <u>Data Protection</u> <ul style="list-style-type: none"> ○ All LIS employees are expected to comply with existing laws and abide by the data protection principles ○ It is an expectation that All LIS employees must be committed to ensuring the security and protection of the personal information that the organization processes, and to provide a compliant and consistent approach to data protection. ○ <u>Essential Agreements</u> <ul style="list-style-type: none"> ○ All Employees are expected to adopt and maintain a clear understanding of the, Schools Vision, Mission, Values and Parameters and embed these in all day-to-day practices and professional conduct. ○ All Employees must abide by the school's policies, procedures, handbooks, employment contracts and/or other agreements (<i>as applicable</i>). ○ <u>Professional Growth Plans (PGP)</u> <ul style="list-style-type: none"> ○ All LIS employees are expected to engage in continuous improvement through learning and development and to submit an annual PGP. |
| Duties and Responsibilities | <ul style="list-style-type: none"> • <u>Legal:</u> <ul style="list-style-type: none"> ○ Provide management with effective legal advice on business and HR related issues and School strategies. ○ Analyze the labor, commercial and civil legal implications of all the activities of the organization to ensure that the School conducts all its activities and operations within the existing legal framework. ○ Identify potential legal risks in the School and serves as an internal early warning system to management. |

- Legal drafting and preparation of all agreements including, but not limited to, employment, commercial, construction, subcontracted services and supply agreements.
- Execute and manage appropriate legal action in response to litigation suits filed against the School by external parties and prosecutes third parties when School rights and/or interests are violated.
- Manage and coordinate the activities of the Legal Department and ensures that they are within budget and in line with School strategy as communicated.
- Report to the School Management, on any violation, risk (potential or real) that may affect School normal operation, image and reputation.
- Select and oversee the work of outside counsel, if applicable, drafting and editing complex legal agreements.
- Ensure the School operates in compliance with applicable laws and regulations, and help preparing briefs, complaints, motions, and other court documents.
- Conduct audits and make recommendations on findings that will keep the School from undergoing legal struggles or facing other legal difficulties or risks.
- Consult with corporate/third party attorneys, as necessary, to address difficult legal compliance issues.
- Advise the Human Resources department on employment law and labor and benefit issues, drafting and negotiating contracts and agreements, providing litigation support in the event of disciplinary actions and contract ending with employees.
- **Compliance:**
 - Oversee and control compliance of ethical conduct, conflict of interests, and operational principles, ensuring that every activity held in the School is within the administrative framework defined and ruled by School Policies and Procedures.
 - Develop and oversee control systems to prevent or deal with violations of legal guidelines and internal Policies and Procedures.
 - Responsible for Compliance, Maintenance and Update of all current Policies and Procedures of the School, ensuring easy access and reference to all School stakeholders.
 - Discuss emerging compliance issues with management and/or employees.
 - Collaborate with Human Resources department to ensure the implementation of

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| | <p>consistent disciplinary action strategies in cases of Compliance standard violations.</p> <ul style="list-style-type: none"> ○ Conduct scheduled and unscheduled audit checks on proper implementation of different current Policies and Procedures and submit a Compliance Report to the corresponding Department Head and the Director such as, but not limited to: Purchasing, Payment, Contracting, Collections, etc. ○ Responsible for having all documents, permits and licenses necessary to operate as a School, updated and posted on a visible place and deal with its renewal. ○ GDPR data compliance Policy and Practices. ○ Create an Annual Chart showing compliance of all Policies and Procedures of the School all with corresponding Compliance Rate (A, B, C). ○ Report violations of compliance or regulatory standards to duly authorized enforcement agencies as appropriate or required. <ul style="list-style-type: none"> ● <u>Management:</u> <ul style="list-style-type: none"> ○ Implement a Key Performance Indicator (KPIs) control panel to report all the Department Customer satisfaction statistics to the SLT. ○ Implement Professional Growth Plans for the position and all its direct reports, if any, identifying areas of improvement in Professional Development. ○ Evaluate direct report employee's performance, if applicable, at least two times per year. ○ Control and ensure assigned Budget compliance for the position |
| <p>Knowledge, Skills and Competencies</p> | <ul style="list-style-type: none"> ● Excellent communication skills in both written and spoken English and Portuguese ● Excellent knowledge of reporting procedures and record keeping ● A business acumen partnered with a dedication to legality ● Methodical, supportive and diligent with outstanding planning abilities to support all the areas of the School (administrative and curricular) ● An analytical mind ability to comprehend the complexities of procedures and regulations. ● Excellent legal skills and ability to work independently in a fast-paced environment. ● Strong analytical and negotiation skills. ● Results oriented and driven by business objectives |
| <p>Qualifications and Experience</p> | <ul style="list-style-type: none"> ● Degree in Law. ● Minimum 5 years proven experience as Head of Legal and Compliance in similar ● In-depth knowledge of local and international business standards, best practices and external regulations ● Angolan national or residence status |



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The above is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, the School reserves the right to revise the job to reflect changes in the organization. The employee will undertake such other requirements as are necessary for the support of the Department and Luanda International School.

LISA - Associação da Escola Internacional de Luanda

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