



ECOFLEET SOLUTIONS LTD

JOB DESCRIPTION

LEGAL OFFICER

Job Title	Legal Officer
Reports To	Head of Legal & Company Secretary
Department	Legal Department
Location	Kigali, Rwanda
Job Type	Full-time

1. ROLE SUMMARY

The Legal Officer supports the Head of Legal & Company Secretary in providing sound legal advice, drafting and reviewing corporate documents, and managing legal risks to protect the commercial and regulatory interests of Ecofleet Solutions Ltd.

2. SCOPE OF THE ROLE

The role involves supporting corporate governance, contract management, regulatory compliance, and litigation processes. The Legal Officer works closely with internal departments and external counsel, reporting directly to the Head of Legal & Company Secretary.

3. KEY RESPONSIBILITIES

- Draft, review, and negotiate commercial contracts, agreements, and MOUs.
- Provide legal opinions on labor law, commercial transactions, and intellectual property matters.
- Maintain statutory records and ensure timely corporate filings with RDB and relevant authorities.
- Coordinate with external counsel on litigation and represent the company in administrative proceedings where required.
- Review and update internal policies to ensure legal and regulatory compliance.
- Identify and mitigate legal risks across company operations.

4. WORKING RELATIONSHIPS

The Legal Officer maintains the following key working relationships:

Relationship	Nature of Engagement
Head of Legal & Company Secretary	Direct reporting line; legal strategy and escalation of key legal matters.
Internal Departments	Legal advisory support on contracts, transactions, and compliance matters.
External Counsel	Coordination on litigation and specialised legal matters.
RDB & Regulatory Authorities	Corporate filings and regulatory compliance.

5. INDICATORS OF SUCCESS

- Legal documents reviewed and returned within 48-72 hours.
- Minimisation of legal exposure and successful out-of-court settlements.
- 100% compliance with statutory filing deadlines.

6. CORE COMPETENCIES & SKILLS

- Excellent legal drafting and negotiation skills.
- Fluent in English and Kinyarwanda; French is an added advantage.
- Strong interpersonal and presentation skills.

7. VALUES & CULTURAL FIT

- High integrity and professionalism in legal practice.
- Sound judgement and attention to detail.
- Collaborative approach with internal departments and external counsel.
- Commitment to protecting Ecofleet's legal and commercial interests.

8. PREFERRED QUALIFICATIONS

Minimum:

- Bachelor of Laws (LL.B) and Diploma in Legal Practice (DLP).
- Minimum of 4 years of post-qualification legal experience in a corporate environment or law firm.

Preferred:

- Experience in logistics, transport, or fleet management sectors is an advantage.