



Job Title:	Director of Legal & Prosecution Services	Reporting To:	Executive Chairperson
Start Date:	August 2015	Years in Career:	15 years
Direct Reports:	2	Education:	LLM; MA/MBA/MSc
Contract Term:	4 Years (renewable)		

About the Role Director of Legal & Prosecution Services is required to establish and enforce tax administration policy and provide taxpayers top quality service by helping them understand and meet their tax responsibilities. S/He is to conduct effective, economical and efficient prosecution service as an integral part of the enforcement of the tax laws and systems.

The Director of will be responsible for 2 main categories of tasks as follows:

- i. Legal Services & Advisory: Report directly to Executive Chairperson and assist the required personnel by providing advice on a wide range of technical, operational, or theoretical aspects of regulatory issues. Also, be a legal technical and policy resource to KS-IRS and mentor staff on regulatory policy and mechanisms.
- ii. Prosecution Services: Analyze the issues and parties' positions in complex or significant cases, developing a deep and comprehensive understanding of the issues through the reading of testimony and through direct contact with the parties, when warranted.

Specific Tasks Specific tasks are divided into the following categories and include:

- 1) Legal Services & Advisory:
 - a. Manage all contractual matters on behalf of the organization, both from a corporate and external commercial perspectives;
 - b. Establish and lead the Legal Issues Workgroup and manage the issues raised therein;
 - c. Supervise external parties wherever possible, and lead their provision of guidance, appeals, judicial reviews of decisions and other matters that may arise;
 - d. Ensure compliance with relevant legislation throughout the organization and provide in house training as required;
 - e. Provide Company Secretarial services and general corporate law support as required;
- 2) Prosecution Services:
 - a. Provide expert knowledge, opinion and mentoring, in the designated area of legal specialty, to field officers and HQ officers of the KS-IRS;
 - b. Contribute to the formulation and introduction of new legislation and policy, including the identification of emerging issues and challenges with recommended courses of action;
 - c. Drive the development of the relevant systems and practices to capture knowledge as well as ensuring that the relevant systems and practices are kept accurate and updated;
 - d. Hold regular information and training sessions with individuals or groups in relation to the preparation of documents and cases;
 - e. Deal proactively with other stakeholders in the criminal justice system including the Courts, Police, Ministry of Justice, victim support groups and other relevant bodies.
 - f. Serve on committees and other forums designed to improve the governance



- and professionalism of the KS-IRS;
- g. Prepare the cases and represent KS-IRS and KWSG in court when required.

Education

- 1) LLM Tax Law
- 2) MBA/MA/MSc that combined training in economics, finance, general management, and/or organizational behavior.
- 3) Formal managerial, leadership training, stakeholder engagement and negotiations.

Professional Experience

- 1) 15 years
- 2) 8 – 10 years of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above.
- 3) Extensive working knowledge of federal and state Tax Laws, Criminal Laws and other relevant legislation, with considerable knowledge of, and practicing experience in, the specialty.
- 4) Demonstrated ability to effectively identify and respond to emerging issues at both a strategic and operational level in a changing legal environment.
- 5) Several instances of providing legal advice in a clear and straightforward way, with contextual understanding of tax policy i.e. in a developing/transition economy context and especially with regards to the informal sector.
- 6) Demonstrable proficiency in developing strategic relationships with trade unions/associations, and the community.

Required Skills

- 1) Proficient in Microsoft systems, e.g., Word, Access, Excel, PowerPoint.
- 2) Strong project management, time management and organizational skills required. The ability to manage multiple priorities, take initiative, delegate responsibility, prioritize and ensure the delivery of on-time deliverables is key.
- 3) Clear understanding of both motivations and requirements of key players that will impact KS-IRS.
- 4) Fluency in written and spoken English required, Excellent written and verbal communication skills;
- 5) Excellent interpersonal and intercultural skills
- 6) High level of digital literacy and familiarity with database management systems
- 7) Proven ability to work under pressure, ensure coherence and consistency, independently, and meet deadlines consistently;
- 8) Sound knowledge of Government policy and practice impact on financial and contractual arrangements
- 9) Stakeholder and cross-functional team management

Personal Attributes

- 1) High ethical standards and fiduciary duty. The incumbent will view and possess significant confidential information regarding all aspects of our finances. High levels of discretion, integrity and judgment are required.
- 2) Keen analytic, organizational and problem solving skills which allows for strategic data interpretation versus simple reporting.
- 3) Knowledge of the political environment and decision making factors, but courage to maintain objectivity and stay on track by managing up.

KS-IRS Job Description



- 4) Personal credibility and integrity.
- 5) Self-confidence and respect for others, regardless of position, and willingness to work as a team member/leader.
- 6) Ability to articulate positions concisely and quickly, in a manner that is useful and easily understood by all stakeholders.
- 7) Demonstrated ability to be an effective leader in a multi-disciplinary environment.
- 8) Executive leadership and ability to see and handle all the sides of an issue or project.
- 9) Strong and pragmatic business acumen with the ability to recognize the business consequences of legal advice and vice versa.
- 10) Excellent interpersonal skills, with ability to communicate and interact effectively at all levels of the organization.