

TASK DESIGNATION: Legal & Secretarial Internship
DEPARTMENT: Legal & Secretarial (LSD)
DIVISION/PILLAR: Corporate Services (CSD)
REPORTING TO: Head of Corporate Services
TASK DESCRIPTION
<ol style="list-style-type: none">1. Assist in the preparation, formatting, filing, and management of legal documents, agreements, correspondence, and departmental records.2. Conduct basic legal, regulatory, and compliance research as assigned.3. Support contract management activities, including maintaining contract records and tracking key dates and approvals.4. Assist in the preparation and compilation of documents for Board, Committee, and Management meetings, including meeting materials and minutes.5. Maintain proper filing and documentation of corporate records, resolutions, policies, and governance-related documents.6. Assist with compliance, governance, and data protection initiatives, including the preparation of reports, presentations, and awareness materials.7. Provide administrative and coordination support to the Legal & Secretarial Department and perform any other duties assigned from time to time.
COMPETENCIES
<ul style="list-style-type: none">• Currently pursuing a Bachelor of Laws or other relevant course in Legal Studies or Administration.• Strong organizational and administrative skills.• Proficiency in Microsoft Office (Word, Excel, PowerPoint).• Demonstrates strong attention to detail and the ability to handle confidential and sensitive information with discretion.• Good research and written communication skills.• Able to multitask effectively and meet deadlines in a fast-paced corporate environment.