



## JOB PROFILE

### 1. JOB DESCRIPTION

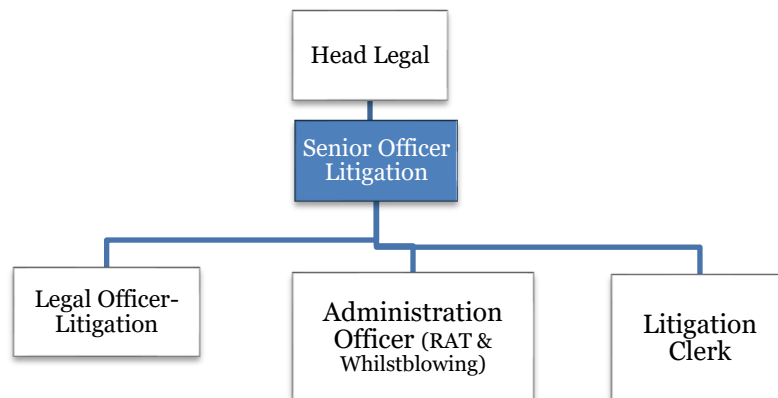
<b>Job Title:</b>	<b>Senior Officer Litigation</b>
<b>Work Location:</b>	<b>RSL Head Office</b>
<b>Division:</b>	<b>Business Enablement</b>
<b>Grade: D2</b>	<b>Last reviewed: September 2021</b>

### 2. JOB PURPOSE

Responsible for provision of litigation services through advising the RSL on the interpretation and enforcement of relevant laws and represent RSL before the courts of law and tribunals to enhance revenue collection and financial sustainability.

### 3. ORGANISATIONAL STRUCTURE

Organizational structure showing the position with one (1) level above and one (1) level below



#### 4. KEY RESPONSIBILITIES

Key Performance Areas	Duties and Responsibilities:
<b>Strategic Management</b>	<ul style="list-style-type: none"><li>➤ Participate in and contribute to the development of the RSL, Divisional and Departmental long-term and short-term strategic direction.</li><li>➤ Set Litigation Unit strategic direction towards ensuring its integration with the organizational strategic planning process in collaboration with executive leadership and business partners.</li><li>➤ Provide oversight for Litigation functions.</li><li>➤ Develop a full understanding of, and therefore lead the Litigation Unit in the 4DX framework in order to ensure effective execution of the strategic priorities.</li><li>➤ Lead the process of developing and implementing Litigation Unit plans to ensure alignment and coordination with the strategic direction taken by the entire organization.</li><li>➤ Align strategic Departmental initiatives with good governance practices to achieve strategic outcomes.</li><li>➤ Identify and evaluate strategic risks that impact on the RSL and the Litigation Unit and ensure successful implementation of mitigating initiatives</li><li>➤ Collaborate and communicate departmental strategies with other divisions and external stakeholders for exchange of information on implementation of initiatives</li><li>➤ Create value-driven culture by ensuring that the core values are upheld by staff</li></ul>
<b>Leadership And Management</b>	<ul style="list-style-type: none"><li>➤ Maintain collaborative leadership within the Litigation Unit towards achievement of staff engagement and motivation.</li><li>➤ Provide guidance and support to the direct reports in the implementation of Revenue Services' operations in a manner that ensures achievement of the strategic outcomes.</li></ul>

	<ul style="list-style-type: none"> <li>➤ Advise, build and maintain relationships with other business unit leaders to develop a clear understanding of business needs and create synergies across the Organisation.</li> <li>➤ Manage individual performance of direct reports through setting performance targets and undertaking regular assessments.</li> <li>➤ Collaborate with Human Capital Management (HCM) to continually look for leading-edge and innovative solutions to the recruitment, capacitation and retention of the Litigation Unit workforce to achieve culture of integrity, ethics and governance objectives.</li> <li>➤ Develop and control annual operating and capital expenditure budget for Litigation Unit to ensure it is consistent with overall strategic objectives of the Revenue Services and is within plan.</li> </ul>
<p><b>Litigation Services</b></p>	<ul style="list-style-type: none"> <li>➤ Study and allocate cases referred to Litigation to ensure efficient and equitable deployment of resources.</li> <li>➤ Collaborate with Litigation Officer in the discussion of the direction the case will follow and recommend conduct of litigation.</li> <li>➤ Monitor progress on litigation at pre-trial and trial stage and provide legal direction to Litigation Officers where necessary.</li> <li>➤ Provide litigation leadership in all cases involving RSL and assume responsibility on complex litigation cases.</li> <li>➤ Collaborate with Head Legal for engagement of external lawyers where necessary.</li> <li>➤ Oversee litigation administrative work to ensure that all procedural requirements in relation to court processes or processes of specific Tribunal are complied with.</li> <li>➤ Enforce judgements made in favour or against the RSL to ensure compliance.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Provide legal advisory services and legal opinion relating to complex cases to minimize litigation risk</li> <li>➤ Oversee internal and external publication of tax and labour related judgments to promote compliance with revenue and labour related laws.</li> <li>➤ Oversee the development and maintenance of summaries of all labour and tax related decisions which may impact on the operations of the RSL</li> <li>➤ Propose legislative changes to tax laws informed by decisions of the Revenue Appeals Tribunal or Courts of law</li> <li>➤ Participate in workshops for tax officers to foster better understanding of the Revenue laws and consistent application of the same laws</li> </ul>
<b>Policies, Systems and Control</b>	<ul style="list-style-type: none"> <li>➤ Lead the development of Litigation Unit policies, systems, processes and procedures in order to meet business needs.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>➤ Provide monthly and quarterly reports on implementation of Litigation Unit strategy and departmental initiatives for accountability and performance monitoring.</li> </ul>

## **5. Work Conditions**

- Indoor Work
- Meetings
- Extended hours
- Electronic mail
- Work from home
- Standing
- Travelling

## 6. JOB SPECIFICATIONS

### 1. Education *(Minimum education level requirements)*

<b>Bachelor's Degree</b>	LLB
<b>Masters' Degree</b>	Law

### 2. Experience *(minimum necessary experience required)*

<b>Bachelor's Degree</b>	7 years' litigation experience, 3 of which must be in a management / supervisory role
<b>Masters' Degree</b>	5 years' litigation experience, 3 of which must be in a management /supervisory role

### 3. Training *(essential training necessary in addition to the above experience to perform the job)*

- Income Tax and VAT technical training
- Customs and Excise laws training
- Trial Advocacy training
- Alternative Dispute Resolution Processes
- Litigation Strategy
- Leadership, Management and Development training

### 4. Senior Management Competencies

**Collaborative Leadership:** a leadership approach which emphasizes collaboration with, and therefore ownership by, staff and clients

**Agility:** dynamic and a possibility-oriented thinking

**Service Culture:** Prioritizing customer service in all business activities, decisions and every day operations

**Innovation:** ability to develop innovative solutions for business needs

**Accountable:** taking ownership; holding oneself and others accountable for delivery; leading in action to resolve issues, open to feedback and critique

**Change leader:** proactively identifying and driving change in their area; strong change manager

**Capability builder:** driving talent development; proactively identifying capability gaps and develop strategies to address; good coach for their team

**Conflict Resolution:** mediates and resolves issues within the team and between the team and other stakeholders

**Strategic Thinker** ability to solve strategic problems that combine rational and convergent approaches with both innovation and a differentiated thought process

**Business Acumen:** keenness and quickness in understanding and dealing with a "business situation" (risks and opportunities) in a manner that is likely to lead to a good outcome

## 5. Professional Certification

Attorney and or Advocate (*Mandatory*)

## 6. Core Competencies

### **Behavioural Competencies**

- Problem solving
- Interpersonal skills
- Professionalism
- Time conscious
- Courteous

### **Functional Competencies (Technical)**

- Advanced knowledge of Microsoft
- Litigation skills
- Trial advocacy skills
- Advanced knowledge of Revenue Laws
- Ability to apply legal expertise to analyzing a diverse range of complex and unusual legal issues and problems
- Proficiency in legal writing and ability to prepare legal briefs, opinions, or legal submissions
- Ability to advise senior officials independently
- Analytical/critical thinking skills
- Negotiation skills
- Communication skills – verbal and written
- Data Analytics

## **7. Values**

- Teamwork
- Innovation
- Professionalism
- Integrity
- Empathy