

JOB DESCRIPTION

JOB TITLE	Associate (Litigation)
JOB LEVEL	Experienced Professional
JOB GRADE	5-7
DEPARTMENT	Litigation/ADR
REPORTS TO	Partner-in-charge of Practice Group/ Head of Practice Group
LOCATION	Lagos/Abuja/Asaba
JOB SUMMARY Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, manage and advise clients on legal matters.	
MAIN TASKS/RESPONSIBILITIES	<ul style="list-style-type: none">• Advise and represent clients in courts at all levels, including magistrate, Federal and State High courts, Courts of Appeal and Supreme court etc, for both government, corporate and private matters• Build relationship and communicate with clients and others• Conduct research and analysis of legal problems• Analyze the probable outcomes of cases, using knowledge of legal precedents.• Identify implications for cases from legal precedents or other legal information.• Examine legal data to determine advisability of defending or prosecuting lawsuit• Research relevant legal materials to aid decision making.• Identify implications for cases from legal precedents or other legal information.• Evaluate findings and develop strategies and arguments in preparation for presentation of cases.• Interpret laws, rulings, and regulations for individuals and businesses• Present facts in writing and verbally to their clients and argue on their behalf• Prepare draft legal documents, such as lawsuits, appeals, wills, contracts, and deeds• Prepare draft legal briefs and opinions, and file appeals in Federal High Court and Court of Appeal.• Follow up with litigation officers to ensure dispatch of letters and filing of court processes• Promote personal and firm's brand through publications, speaking engagement and active participation in professional groups.• Promote business development for the Firm
Specific Requirements: Qualification, skills and personal attributes	<ol style="list-style-type: none">1. LLB and BL minimum of 2:12. LLM is an added advantage3. Minimum of 5 years post call litigation experience4. Ability to think outside the box laterally5. Excellent client management and interpersonal skills6. Ability to work in a work team7. Ability to work under pressure, manage competing priorities and meet deadlines8. Drive, ambition, energy9. Good advocacy skill10. Good research skill11. Good legal drafting skill12. IT savvy and detail-oriented