

## **SCHEME OF SERVICE**

- Organisation:** Gambling Regulatory Authority
- Post:** Lead Legal Affairs Officer
- Salary Scale:** Rs 44,800 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 73,800 (GRA 17)
- Qualifications:** By selection from among officers in the grade of Legal Affairs Officer who reckon at least six years' service in a substantive capacity in the grade and who –
- (i) have strong interpersonal, communication and report writing skills;
  - (ii) possess strong leadership skills;
  - (iii) have the ability to lead a team of officers;
  - (iv) are able to meet tight deadlines; and
  - (v) are self-motivated and have a high sense of integrity.

### **Note**

In the absence of qualified serving officers in the grade of Legal Affairs Officer, by selection from among candidates who –

- (i) possess a degree in Law or an equivalent qualification acceptable to the Board of the Gambling Regulatory Authority (GRA).
- (ii) reckon at least nine years' post qualification experience in the financial services or Legal Sector or Gambling Regulator Sector;
- (iii) are fully conversant with Gambling Regulatory Act, Companies Act, Anti-Money Laundering and Financing of Terrorism Act and the Financial Action Task Force (FAFT) and FATF standards including compliance;
- (iv) have strong inter-personal, communication and report writing skills;
- (v) possess strong leadership skills;
- (vi) have the ability to lead a team of officers;
- (vii) are able to meet tight deadlines;
- (viii) are self-motivated and have a high sense of integrity; and
- (ix) are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and Responsibilities:**

To advise in all Court Cases and Legal Matters, and also in the drafting and implementation of Gambling Laws, Regulations, Directions, Rules and Guidelines in the Gambling Industry.

**Duties:**

1. To be responsible to the Chief Executive for the performance of the following duties-
  - (a) to head the Legal Affairs Unit of the Gambling Regulatory Authority;
  - (b) to be responsible for the work of Legal Affairs Officers posted to the Legal Affairs Unit;
  - (c) to draft –
    - (i) amendments to the Gambling Regulatory Authority Act; and
    - (ii) Regulations, Rules, Directions, and Guidelines for the Horse Racing Division.
  - (d) to give legal assistance to Horse Racing Committee;
  - (e) to ensure compliance with –
    - (i) any provisions of the Gambling Regulatory Authority Act 2007, Regulations, Rules, Directions and Guidelines of the Authority by all stakeholders; and
    - (ii) the provisions of the GRA Act, AML/CFT Laws and ESSAMLAG and FATF Recommendations and any other relevant Acts.
  - (f) to develop, initiate, maintain and review policies and procedures for Anti Money Laundering Division;
  - (g) to be responsible for the development and periodically review and update Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees;
  - (h) to resolve all legal and compliance issues pertaining to the Gambling Regulatory Authority;
  - (i) to work in close collaboration with the Authority's Counsel and Solicitor and assist them in the drafting of affidavits;
  - (j) to ensure that all data/information required for any court case is compiled/drafted and sent to Counsel and Solicitor on a timely basis;
  - (k) to represent the Gambling Regulatory Authority in Court cases and assist the Counsel and Solicitor to handle Court cases;
  - (l) to respond to alleged violations of rules, regulations, policies procedures and stand of conduct by evaluating or recommending the initiation of investigating procedures;
  - (m) to be responsible for the submission of updated reports to management on a regular basis;
  - (n) to ensure that compliance issues/concerns with the organization are being appropriately evaluated, investigated and resolved;
  - (o) to identify potential areas of compliance vulnerability and risk;

- (p) to ensure that Appeal Committee is set up and functions in line with prescribed rules and regulations;
- (q) to be the interface between the Appeal Committee members and the Horse Racing Organiser during the conduct of any Appeal;
- (r) to ensure the record keeping of the Appeal Committee;
- (s) to develop/implement corrective action plans for resolution of problematic issues and provide general guidance on how to avoid or deal with similar situations in the future; and
- (t) to provide legal assistance to the AML/CFT Task Force.

2. To use ICT in the performance of his duties.

3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Lead Legal Affairs Officer in the roles ascribed to him.

Note

The Lead Legal Affairs Officer will be required to work outside normal working hours, as and when required.

21 February 2023