

POST

Senior Associate/Barrister/Attorney

DEPARTMENT

Transactional team

DESCRIPTION

We are looking for senior associates/associates/barristers having an experience of at least 3 years in the corporate and commercial field. Candidates should be motivated, dynamic, efficient and have good organisational and analytical skills.

RESPONSIBILITIES

Successful candidates will assist our team of lawyers in their daily work, whilst providing valuable support in terms of drafting documents, preparation of briefs for court and arbitration matters and legal research.

Responsibilities may include:

- Drafting of contracts and other legal documents, corporate resolutions, recording and compiling witness statements in disciplinary or other corporate proceedings, and assisting in legal drafting for submissions in court and arbitral proceedings under the supervision of the legal team;
- Carrying out legal research, preparing legal briefs for litigation and arbitration matters;
- Translating legal documents from English to French or from French to English;
- Carrying out corporate due diligence searches and reviewing public records;
- Helping senior members of the firm or partners to meet clients' deadline;
- Providing further services as are required in relation to their post.

QUALIFICATIONS

Successful candidates must:

- Demonstrate that they have the required skill, knowledge and competence to work in a corporate law firm;
 - Be duly qualified as a barrister/lawyer/attorney under the Mauritius Law Practitioners Act;
 - Hold a valid university and/or postgraduate degree from a university of good standing in law, law and management, finance with law, or any other relevant field;
 - Have a good command of spoken and written English and French with good grammatical and punctuation skills;
 - Be proactive, steadfast, meticulous and pay attention to detail in their work;
 - Be ready and able to work under pressure for local and international clients;
 - Have good computer skills including a good command of MS Word, MS Excel, and MS Powerpoint.
- Candidates may be asked to undergo tests as to their skills before a final decision is made.

HOW TO APPLY?

Interested candidates must send a resume and a cover letter in English or French to info@calaw.mu addressed to the "Transactional Team" of the firm, and should submit copies of inter alia the following documents along with their application:

1. National Identity Card
2. School Certificate and Higher School Certificate
3. University Degree and related educational and professional certificates
4. Bar Professional Training Course, or Legal Practice Course, Certificate of Completion, or Vocational Examinations certificates
5. Letter of motivation
6. Updated Curriculum Vitae with full contact details, together with any letter of referral in relation to any previous work experience

Originals of documents will be required to be produced on the date of the first interview

Salary and post will be commesurate with the skill, competence, knowledge, working experience and qualifications of the relevant candidate.