



Job Title: Legal Coordinator

Department: Legal and Compliance

Job Summary

The incumbent will act as a liaison officer between law practitioners appointed to represent MUA in all litigation matters and the Legal department.

The incumbent will have a sound knowledge of litigation processes in Mauritius and be able to adapt this knowledge in a flexible manner to diverse contexts. S/he will be able to manage litigation and also provide assistance to solving complaints with minimal supervision.

Main Responsibilities

Litigation:

- Act as the liaison officer for specific court cases between MUA and the legal advisors.
- Prepare files/collate documents used in court or police proceedings including providing and assisting staff witness statements.
- Provide advice to various functions on potential criminal liability and ensure timely and effective response to summons and court papers.
- Manage court and litigation database including maintaining repository of summons and court papers.
- Preparing a litigation register available for Executive Committee and Board meetings.
- Attend Court as needed and act as support to internal departments' summons to witness in court proceedings.

Other legal responsibilities:

- Monitoring and compiling of jurisprudence.
- Investigating and preparing incident reports.
- Conducting legal research, including for certain complaints received.
- Participating in the legal review and vetting of insurance policies.
- Identifying internal clients training needs and organizing awareness session.
- Assist in ongoing legal updates.

Job Requirements

- Degree in Law or any other related field or at least 3 years in a similar position.
- Insurance experience of at least 3 years will be a definite advantage.
- Ability to cope with pressure and manage multiple stakeholders confidently.
- Good interpersonal, communication and negotiation skills.
- Proven experience in dealing with legal matters.
- High degree of professional ethics and integrity.

- Highly organised and detail oriented.
- Fluency in French and English.

Interested candidates are requested to send their CV on recruitment@mua.mu

The Company reserves the right to call only the best qualified candidates for the selection exercise.

Applications received after the closing date might not be considered.

The Company also reserves the right not to proceed with the purported recruitment.