



## **Job Title: Legal Specialist**

## **Department: Group Risk, Legal & Compliance**

### **Job Summary**

As a Legal Specialist reporting directly to the Legal Manager, you will play a pivotal role in providing comprehensive legal support and expertise. Your primary responsibility will be to ensure legal compliance, review and draft contracts, conduct legal research and analysis, mitigate risks, and contribute to the overall success of our legal department.

### **Main Responsibilities**

- Legal Compliance

Stay abreast of relevant laws, regulations, and industry standards directly and indirectly affecting the insurance sector.

Collaborate with the Legal Manager to develop and implement policies and procedures to ensure the company's adherence to legal requirements.

- Contract Review and Drafting

Review, draft, and negotiate various contracts, agreements, and legal documents to safeguard the company's interests.

Provide support on contractual matters and ensure compliance with legal standards.

Work on template agreements

- Claims Management

Assist in the management of insurance claims, working closely with the claims departments to address legal aspects and mitigate potential liabilities.

Conduct legal research to support the resolution of claims disputes.

- Litigation Support

Assist the Legal Manager in collaboration with external legal counsel to manage litigation matters effectively.

Assist in the preparation of documentation for litigation cases.

- Legal Risk Assessment and Mitigation

Conduct legal risk assessments and report to the Legal Manager to minimize exposure.

Assist in developing strategies to mitigate legal risks.

- Legal Research and Analysis

Conduct legal research on a wide range of issues relevant to the insurance industry. Analyze and interpret laws, precedents, and regulations to provide concise and practical legal memos.

- Projects support

Provide support on key projects requiring legal involvement.

- Others

Perform any other task ancillary to the position, including administrative tasks as needed.

## Job Requirements

- Bachelor's Law degree
- 2 years of experience in the financial sector, with experience in the insurance sector being a definitive advantage
- Good knowledge of droit des obligations et des contrats, droit de la responsabilité and administrative law. Good knowledge of Insurance law will be an advantage.
- Strong analytical and reasoning skills.
- Excellent written and verbal communication skills in both French and English.
- Detail-oriented with a strong commitment to facts and accuracy.
- Strong interpersonal skills for effective collaboration across all teams

**Interested candidates are requested to send their CV on [recruitment@mua.mu](mailto:recruitment@mua.mu)**

The company reserves the right to call only the best qualified candidates for the selection exercises.

Applications received after the closing date might not be considered.

The company also reserves the right not to proceed with the vacancies.