JOB ADVERT

Department: Airtel Money

Vacancy: Legal & Regulatory Executive

Level: Senior Co-ordinator

Location: Lusaka

JOB PURPOSE

To provide legal, regulatory, and company secretarial support to Airtel Mobile Commerce Zambia PLC by ensuring compliance with applicable laws, regulations, and corporate governance standards. The role supports legal risk management, commercial contracting, regulatory compliance, corporate governance, and the delivery of practical legal advice to enable business objectives and statutory obligations.

CORE RESPONSIBILITIES:

- Support the review, drafting, and administration of commercial agreements, contracts, and other legal documents.
- Assist in monitoring and ensuring compliance with applicable laws, regulations, licensing requirements, and internal policies.
- Provide legal and regulatory research to support business operations and decision-making.
- Support the management of regulatory engagements, submissions, and correspondence with relevant authorities.
- Assist with company secretarial activities, including maintaining statutory records and supporting Board and Committee governance processes.
- Monitor legal, regulatory, and compliance obligations, identifying potential risks and supporting the implementation of corrective actions.

REQUIREMENTS

Educational Qualifications & Functional / Technical Skills:

- Bachelor of Laws (LLB) from a recognised university.
- Must be enrolled in, or have substantially completed, the Zambia Institute of Advanced Legal Education (ZIALE) Legal Practitioners Qualifying Examination (LPQE) programme.
- Demonstrable knowledge of company law, commercial law, contract law, corporate governance and regulatory compliance is required.

- Exposure to financial services, payment systems, telecommunications, fintech, data protection or another regulated sector will be an added advantage.
- Strong legal research, analytical and drafting capability.
- Ability to interpret legislation, regulations, directives and other legal instruments.
- Contract drafting and review capability, with an understanding of commercial risk
- Ability to identify legal and regulatory risks and translate them into practical business actions.
- Proficiency in Microsoft Word, Excel and PowerPoint.

Relevant Experience:

- Preferably 1–3 years of relevant legal experience. Relevant experience may include legal internships, pupillage, graduate placements, law-firm experience, corporate legal work or experience within a regulated institution.
- The candidate should demonstrate practical exposure to legal research and drafting, contract review, company secretarial work, regulatory compliance and/or corporate governance

COMPETENCIES REQUIRED

- Strong attention to detail and accuracy
- High integrity and ability to maintain confidentiality.
- Ability to communicate legal issues clearly to non-legal stakeholders.
- Strong stakeholder management and interpersonal skills.
- Proactive and solution-oriented mindset
- High level of professionalism and adaptability in dynamic environments

CLOSING DATE

Suitable candidates are requested to apply by sending through their CV's to **jobs@zm.airtel.com**
The closing date for receiving applications is **Thursday, 12th November, 2026.**

Applicants should clearly indicate the role being applied for in the email subject line and ensure that all relevant qualifications are certified by ZAQA..

Airtel is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, disability, or ethnic background.

Please note that due to the high volume of applications received, only shortlisted candidates will be contacted.