

**THE UNIVERSAL SERVICE FUND  
JOB SPECIFICATION AND DESCRIPTION**

JOB TITLE:	<b>PARALEGAL</b>
PROPOSED GRADE/LEVEL:	<b>4</b>
DEPARTMENT:	<b>LEGAL</b>
REPORTS TO :	<b>Legal Officer and Corporate Secretary</b>
DIRECT REPORTS:	<b>N/A</b>

**1. Job Summary**

Responsible for providing administrative and legal support by managing contracts, Board documentation, and legal records to ensure efficient operation of the Legal Department and support achievement of the Universal Service Fund’s objectives.

**2. Key Outputs/Deliverables:**

- Legal documents drafted and reviewed
- Board and committee documentation prepared
- Minutes and action sheets recorded
- Contract management records maintained
- Legal research conducted
- Board meetings coordinated
- Files and records organized
- Legal correspondence drafted
- Progress reports prepared
- Contract execution facilitated
- Document repository maintained

**3. Principal Responsibilities:**

- Assist in drafting and reviewing contracts, MOUs, partnership agreements and other legal documents
- Receives incoming correspondence and documents and dispatches them to relevant officers
- Prepare and maintain Board and subcommittee documentation including minutes, action sheets and meeting packages
- Coordinate logistics for Board and subcommittee meetings (Projects, Strategic Planning, Audit, and Finance)
- Maintain organized filing systems for contracts and legal documents, both physical and digital

- Provides administrative support to internal and external meetings which includes drafting Agenda, recording and transcribing Minutes and circulating documents
- Draft legal correspondence and memoranda under supervision
- Process contract execution including printing, binding and obtaining signatures
- Conduct legal research to support compliance, risk mitigation, and contractual negotiations, summarizing findings for review by the Legal Officer.
- Compile monthly, quarterly and other reports for the Legal Services Department for submission to the CEO
- Follow up on action items from Board and subcommittee meetings
- Receives incoming correspondence and documents and dispatches them to relevant officers
- Maintains a record of all incoming and outgoing files and correspondence
- Manage correspondence with Board members
- Monitor contract deadlines, renewals, and compliance obligations, ensuring timely follow-ups and risk mitigation.
- Process documentation for Board member payments
- Scan and upload contracts and legal documents to digital storage systems
- Assist with the process of authenticating documents, affixing seal and stamping documents
- Type and organize reports, correspondence and other documents
- Arrange and monitor the logistics for internal and external meetings
- Type and organizes responses to requests for information in keeping with the Access to Information Act
- Review operational practices and recommends improvements
- Prepare statistical data, charts, graphs etc, for inclusion in reports;
- Maintain confidentiality of sensitive legal and corporate information



*Other responsibilities*

- Performs other related functions required by the USF from time to time.

**4. Performance Criteria:**

- Key output deliverables are produced within the agreed timeframe at required standards.
- Documents and correspondence are accurately typed and error free.
- Documents dispatched/circulated/logged.
- Documents are accurately prepared within agreed timeframes
- Board documentation completed and distributed on schedule
- Files are maintained according to records management standards
- Correspondence handled promptly and professionally

- Research conducted thoroughly with proper citations
- Confidentiality maintained at all times
- Deadlines consistently met
- Work completed according to established quality standards
- Initiative demonstrated in handling assigned tasks
- Professional relationships maintained with internal and external stakeholders
- Confidentiality, integrity and professionalism are exercised in the execution of duties.
- Initiative and ingenuity is demonstrated on expediting functions.
- The department and the USF policies, procedures and regulations are always adhered to in the execution of duties.

**5. Minimum Required Education & Experience:**

- Associate Degree in Public Administration or Business Administration or Management Studies or related field.
- Paralegal Certification
- Three (3) years' experience in a legal office environment

**6. Key Competencies:**

<i>Behavioural Competencies</i>		<i>Level</i>
Problem solving and Decision Making skills	The ability to approach a problem by using a logical, systematic, sequential approach; diagnose, and solve problems involving varied levels of complexity, ambiguity and risk; diagnose and make prompt decisions in emergencies.	2
Customer focus	The ability to identify and respond to current and future customer's needs as well as to provide excellent customer service to internal and external customers	3
Interpersonal skills	The ability to maintain composure and work effectively with groups and with individuals; show compassion; be patient and confidential in dealing with situations.	3
Team Work and Cooperation	The ability to recognize that total participation and commitment to team excellence brings shared success; cooperate with others to accomplish common goals and treat others with dignity and respect and value the contributions of others.	4
Communication (Oral & Written)	The ability to listen to others and communicate in an effective manner; communicate ideas, thoughts, and facts in writing; use, correct grammar, correct spelling, sentence and document structure, accepted document formatting, and special literary techniques to communicate a message both orally and in writing.	3
Conflict management	The ability to encourage creative tension and differences of opinion; anticipate and take steps to prevent, counterproductive confrontations and manage and resolve	3
Planning and organizing	The ability to define tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.	2

Professional and Personal Development	The ability to commit to improving one's technical and personal growth; actively identify new areas for learning; regularly taking advantage of learning opportunities and using newly gained knowledge and skills on the job and learning through their application.	4
Time Management Skills	Ability to manage workloads and prioritize amongst conflicting demands as well as effectively managing one's time and resources to ensure that work is completed efficiently.	4
Results Orientation	The ability to focus personal efforts on achieving results consistent with the organization's objectives.	3
Attention to Detail	The ability to accomplish tasks with thoroughness and accuracy; notice inconsistencies and errors; ensure work output is precise and meets quality standards.	4
Confidentiality and Ethics	The ability to maintain strict confidentiality of sensitive information; demonstrate sound ethical judgment; uphold professional standards and organizational values in all interactions.	4
Initiative	The ability to identify what needs to be done and take action before being asked; be proactive rather than reactive; take prompt action to accomplish objectives and achieve goals beyond what is required.	3
Attendance & Punctuality	Demonstrates reliability in being available for work; conforms to work hours; present at work on time; absences are properly schedule and reported	5
<b>Functional/Technical Competencies</b>		<b>LEVEL</b>
• Knowledge of legal terminology and procedures		3
• Understanding of contract management principles		3
• Familiarity with corporate governance practices		3
• Familiarity with legal research methodologies		3
• Knowledge of records management principles		3
• Proficiency in document preparation and management		4

## 7. Liaison/Principal Contacts:

<b>Internally:</b>	<b>Nature of Relationship</b>
Legal Officer & Corporate Secretary	Receive guidance and direction
Board of Management	Coordinate meetings and documentation
Chief Executive Officer	Providing and receiving information
Department Heads	Exchange information and coordinate activities
General Staff	Providing and receiving information
<b>Externally:</b>	
Visitors/Customers	Providing and receiving information
Other Agencies	Exchange information as required

8. **Authority:**

- Draft routine legal documents for review
- Maintain legal records and documentation systems
- Coordinate Board and committee meeting logistics
- Respond to routine queries under supervision
- Access confidential information

9. **Working Hours:**

- Normal working hours but may be required to work beyond normal working hours when necessary to meet deadlines.

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received in Human Resource Dept.