

Job Description

Organization:	New Era College of Arts, Science and Technology
Job Title:	General Counsel
Job Function:	Administration
Level:	Management
Responsibility:	Legal Office
Reporting to:	President
Employment:	Full-time Contract
Term:	Three (3) years
Location:	Gaborone
Commencement:	10 th January 2026
Post closing:	19 th September 2025

Job Summary:

The General Counsel will serve as the Chief Legal Officer of New Era College, responsible for providing strategic leadership and oversight of the Legal and Compliance Office. The role requires a practicing lawyer and active member of the Law Society of Botswana. The General Counsel will provide comprehensive and trusted legal advice on all matters including regulatory compliance, governance, institutional strategy, legal risks and opportunities, policies, business ethics, and intellectual property. In addition, the General Counsel will oversee and implement the Risk Management Policy, ensuring that the College minimizes exposure to legal, financial, and reputational risks. The role also acts as an Advisor to the governance structures of the College

Core Responsibilities:

- Provide authoritative advice on all legal, constitutional, governance, and contractual matters.
- Lead and oversee regulatory compliance, institutional accreditation, risk management, and governance frameworks.
- Draft, review, and negotiate a wide range of agreements, including employment contracts, service agreements, research collaborations, partnerships, vendor agreements, and licensing agreements.

- Develop, update, and monitor institutional legal policies, procedures, and codes of conduct.
- Review, clear, and approve key legal communications and public statements.
- Oversee, manage, and evaluate performance of external counsels and legal service providers.
- Hire, mentor, and lead the Legal and Compliance team, fostering a culture of accountability and continuous improvement.
- Represent and defend the institution in legal matters and proceedings, while coordinating with external counsel as needed.
- Advise Executive Management and the Governing Council on laws, policies, and regulations impacting the College's operations and strategic initiatives.
- Collaborate with key stakeholders including Human Resources, Quality Assurance, Academic Affairs, Business Development, Marketing, Finance, and Student Services to ensure integrated compliance.
- Conduct legal research, monitor regulatory developments, and oversee the College's compliance with statutory, accreditation, and regulatory authorities.
- Monitor, revise, and update legal documents, contracts, and institutional policies in response to changes in law and policy.
- Establish systems for early detection and investigation of non-compliance or ethical breaches within the College.
- Promote training, workshops, and awareness initiatives on compliance, ethics, and legal risk across the institution.
- Perform all other legal and compliance duties as assigned by the President or Council.

Legal Competencies:

- Expertise in contracts, corporate governance, employment law, litigation, compliance, and regulatory affairs.
- Ability to advise Boards, Councils, Senate.
- Ability to advise and oversee compliance with higher education regulations.
- Experience handling risk management, ethics, and conflict of interest.

Essential Skills:

- Strong interpersonal and relational skills
- Excellent communication skills and professionalism
- Excellent analytical skills and logical reasoning
- Sound judgement and ethical persuasion
- Strong research and problem-solving skills
- Proven ability to provide strategic leadership as a member of senior management.

Minimum Requirements:

Qualifications:

- LL. B or J.D or equivalent degree in Law
- A Master's in Corporate or Commercial Law or similar shall be an added advantage.

Professional Experience:

- Minimum 10 years of post-qualification legal experience
- A mix of firm and general counsel experience (preferably in higher education or corporate) is highly valued
- Prior role as General Counsel, assistant General Counsel, or Senior Counsel
- Licensed Attorney at Law

Application Requirements:

- New Era Employment Application form
- Resume (CV)
- Cover letter
- Certified copies of educational and professional certificates and transcripts
- Certified copies of Omang/Passport
- Two (2) current references within the last 12 months

Statement of Stewardship and Ethics:

New Era College employees are expected to act in accordance with accepted high standards of behavior in public life, which embrace selflessness, integrity, objectivity, accountability, openness, honesty and leadership. All members of New Era College should act in its best interests, rather than represent the interests of individuals or particular groups. New Era College is a steward of diversity and embraces the benefits of a non-discriminative community that welcomes and acknowledges equal opportunity inclusive of all community interests.

HOW TO APPLY

Click the link below to access the Employment Application Form

<https://forms.gle/Qb3ZdnV4F6aN65GV8>

OR

Write to HR Manager
P.O. BOX 402134, Gaborone
careers@neweracollege.ac.bw

Closing date: **19th November 2025**

