

VACANCY:

Job Title: Dispute Resolution Lawyer

Reports to: Team Lead

Location: Ikoyi, Lagos State

Job Description

Drafts and reviews court processes, contracts, agreements, letters, opinions and other legal documents to meet the Client's needs. Represents Clients in courts of various strata and resolve disputes/cases through the litigation (Trials and Appeals), Arbitration or other Alternative Dispute Resolution processes. Proffers legal advice and practical solutions to Clients' needs in the context of prevailing laws and practices. Observes confidentiality of Clients' and Firm's matters.

Responsibilities

- Develop a detailed Plan for the year which reflects personal and professional goals and timelines in alignment with the Firm's vision and plans. Monitor implementation efforts periodically.
- Attend meetings with existing and potential Clients of the Firm in order to receive clarity of their issues /needs. Document highlights of the meetings and proposed follow-up actions.
- Formulate a Case Management Strategy aimed at securing the best course of action for each client in each case.
- Conduct legal research, study and identify the laws that are applicable to Clients' cases. Gather all relevant information to be used as evidence at trial, should the case involve litigation.
- Enter appearance in, and attend Courts, Mediation Centers and other Dispute Resolution fora.
- Advise the Client within 24 hours after every appearance via e-mails and court updates.
- Maintain a schedule of court dates, court appearances and conferences based on case requirements.
- Draft letters, pleadings, briefs, applications, affidavits, and other required Court Processes and Applications on behalf of Clients, at the various Courts (Magistrates' Court, High Court, etc).
- Liaise with the Litigation Officers to ensure that the filing of court processes is carried out, accurately and timeously.
- Prepare and review various types of contracts and legal agreements.
- Assist in the preparation of Fee Notes for professional services rendered to Clients in accordance with the Firm's stipulated policy and procedures. Follow up actively to ensure prompt settlement of Fee Notes.
- Maintain current and accurate time records using the approved time management software, to ensure billing responsibilities are discharged properly.



- Manage multiple cases and legal activities that carry varying deadlines.
- Meet with Clients periodically to identify areas of concern and opportunities for improvement.
- Promptly resolve issues that may arise.
- Prepare monthly or quarterly Progress Reports which should include status of briefs, profitability analyses/initiatives undertaken, strategies for deepening results achieved, challenges encountered and recommended lines of action.
- Execute strategies to develop, expand and improve your practice areas, as well as improve the services and value delivered to your clients. (e.g. Participate in networking events – conferences and webinars – to further develop market knowledge and business relationships; write articles and project the Firm positively).
- Monitor the business performance and financials of your practice areas in concert with the Partners / Practice Team Leads in terms of:
 - Profitability of assignments performed by members of the Practice Group.
 - Billing discipline and collections using the Time Management software application.
 - Compliance with budget and Key Performance Indicators.
 - Provide General legal advisory services to Clients.
 - Carry out additional tasks as assigned from time to time.

Qualifications/Skills & Abilities:

- Bachelor of Laws (LL. B).
- Barrister at Law (BL).
- 5 –7 years (post call) work experience as a litigator in a mid-sized law firm (full-service)
- Proficient knowledge of Microsoft Office Applications
- Excellent verbal and written communication skills.
- Commercial Awareness
- Emotional Intelligence
- Stellar drafting skills and proven litigation skills
- Ability to work independently on assigned duties.
- Demonstrates an ability to manage a variety of priorities while meeting deadlines.

Interested candidates should send their CVs to hr@famsvillesolicitors.com using the role as the subject title.

Deadline:15/02/2025