



Terms of reference for recruitment of a Legal Counsel

I. General information

Position title	Legal Counsel
Location	RUBEYA & Co – ADVOCATES, Bujumbura, Gitega & Ngozi

II. Overview of RUBEYA & Co-ADVOCATES and context

RUBEYA & Co-ADVOCATES, member of DLA Piper Africa Group, is a leading law firm, with an overriding goal to work alongside clients as a trusted adviser, providing the support they need to thrive in the dynamic economic environment throughout Burundi since 2001. The firm came to fill the gap in the Burundian legal and corporate advisory market – which lacked by then internationally recognized legal advisory firms. At RUBEYA, teamwork is valued. As a fully integrated partnership, there is close cooperation among team members, which includes 14 experienced lawyers in areas such as energy and mining, Intellectual property and technology, financial services, employment advisory, corporate advisory, trade and investment reform advisory, cross border matters and projects and infrastructure services to name but a few. With a dedication to clients and commitment to excellence, the firm strives for perfection in what they do.

As a full business law firm, it provides a complete range of business legal services through our core practice areas:



In addition, the law firm also provide legal services covering below sectors:

- Energy and mining.
- Financial services.
- Intellectual Property and Technology.

Therefore, the law firm is seeking to hire a legal professional to be assigned to one of its areas of expertise, specifically the Energy and Mining sector mentioned above.

III. About the position

The legal counsel will collaborate with the Energy and Mining Sector team of the firm. Under the supervision of the Head of Sector, the legal counsel will be responsible for the following:

- Assisting in the drafting of various legal documents;
- Analyzing newly enacted laws and regulations;
- Providing legal opinions on various issues presented by the firm's clients;
- Establishing and updating a comprehensive database of relevant legal instruments, including regulatory texts, case law, and pertinent administrative practices;
- Conducting additional research to ensure the effective management of cases within the firm's Energy and Mining Sector;
- Diagnosing and reformulating legal inquiries and proposing optimal solutions;
- Contributing to the identification of market needs (from clients and other economic operators) in legal training and assistance, and participating in the development of related training programs and materials;
- Undertaking necessary procedures with administrative authorities to manage assigned cases;
- Proposing actions to enhance visibility, profitability, and uphold the reputation of the firm's Energy and Mining Sector;
- Assisting the Head of Sector in the management of ongoing cases;
- Performing any other tasks considered necessary within the firm.

IV. Profile

- a) Holder of a Master's degree in Business Law or a related discipline;
- b) Proficiency in office applications, including Word, Excel, and PowerPoint;
- c) Excellent writing skills and fluency in verbal communication in both French and English;
- d) Demonstrated proficiency in French and English, validated through academic qualifications or an acceptable language proficiency certificate;
- e) A minimum of 2 years of professional experience in a comparable role.

V. Competencies

- Ability to work independently
- Capacity to collaborate effectively as a team member
- Strong writing proficiency
- Creativity and innovation in business development and market strategies

- High level of integrity, commitment, and respect for diversity
- Proficient in human relations, communication, and public relations
- Analytical and strategic thinking skills with a results-oriented focus

VI. Submission

Applications should include a CV, a covering letter (no more than 1000 words), a curriculum vitae (no more than three pages) and be submitted to the following e-mail address recrutement@rubeya.bi and/or infos@rubeya.bi no later than February 04, 2025 5:00 PM Burundi Time.

Women candidates are strongly encouraged to apply to the mentioned position.

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