

Senior Legal Officer & Company Secretary

Join us at SPX and be part of the team that's shaping the future of Fiji's capital markets.



About SPX

The South Pacific Stock Exchange (SPX) is the only licensed securities exchange in Fiji and is regulated by the Reserve Bank of Fiji. SPX plays a crucial role in driving economic growth by providing a platform for capital raising and investment opportunities. We are now seeking a dynamic and dedicated **Senior Legal Officer & Company Secretary** to join our team and contribute to the expansion of our market.

About the Role

As the Senior Legal Officer & Company Secretary, you will be responsible for ensuring that SPX complies with all legal and regulatory requirements, while continuously improving our governance, compliance and risk frameworks. You will provide legal advice to the management, oversee legal documentation, and support the Board in fulfilling its statutory obligations. This role also involves drafting and reviewing contracts, managing corporate governance matters, and coordinating Board meetings and reports. You will be responsible for handling regulatory filings, ensuring timely renewals of licenses, and addressing legal queries from regulatory bodies. In addition, you will lead policy development, assist with dispute resolution and litigation management, and ensure compliance with intellectual property, employment, and corporate law.

What We're Looking For

- **Qualifications:** A Degree in Law, preferably with a specialization in Commercial Law, Corporate Governance, or International Relations. Postgraduate qualifications are desired.
- **Experience:** Minimum of 3 years' experience in a legal role, ideally with capital markets knowledge. Strong understanding of corporate governance, statutory requirements, and risk management.
- **Skills:** Excellent judgment, high ethical standards, and the ability to handle complex legal and compliance matters. Outstanding communication and reporting skills, with the ability to explain complex legal concepts clearly.
- **Attributes:** Integrity, attention to detail, resilience, and the ability to manage confidential information with discretion. Strong leadership and relationship management skills, with the ability to work across teams.

Why Join SPX

- **Impact:** Play a key role in ensuring compliance and governance at the highest levels of Fiji's financial markets.
- **Growth:** Advance your career in a dynamic, fast-paced environment with opportunities for professional development.
- **Opportunities:** Be part of a forward-thinking organization that values innovation, ethics, and excellence.

SPX is an equal opportunity employer. If you are passionate about financial markets and eager to make a difference, we encourage you to apply.

Send your resume and cover letter to vacancies@spx.com.fj with "Senior Legal Officer & Company Secretary" in the subject line by 20 September 2024.