

LEGAL AND COMPLIANCE OFFICER

ABOUT NICO CAPITAL LIMITED

NICO Capital Limited ("the Company"), is a corporate finance advisory company firm licensed by the Registrar of Financial Institutions in Malawi as an Investment Advisor. The company's business involves the packaging and structuring of financial solutions for various clients involved in raising finance for new projects or expanding existing businesses. To do this work with distinction, Nico Capital has assembled a team of highly qualified professionals in accounting, banking, finance, economics and research in its staff compliment. Our service commitment to our esteemed clients it to render the best advisory service ever possible in Malawi based on international best practice grounded in many years of experience of the domestic and regional economies.

THE POSITION

The company has a vacancy for a Legal and Compliance Officer, tenable at its Head Office in Blantyre. The successful candidate will be responsible for ensuring that the Company's legal, compliance and governance risk management framework are implemented effectively to achieve operational efficiency in support of the business's strategic objectives.

KEY RESPONSIBILITIES

The incumbent's key areas of responsibility shall, amongst others, include:

Legal

- Conducting research and rendering of legal advice and opinions
- Providing legal support in transactions – draft, review and negotiate transaction documents
- Management of litigation
- Contract management and legal risk management
- Conducting legal due diligence

Compliance

- Assisting with preparation and implementation of compliance risk management plans of the external and internal compliance universe.
- Assisting with monitoring of the compliance universe.
- Preparation of compliance monitoring reports.
- Preparation of impact analysis of new laws, directives and regulations.
- Assisting with the formulation and implementation of annual compliance plan.
- Assisting with the development and implementation of compliance risk monitoring tools to assess the adequacy of controls for the identified compliance risks.
- Assisting with preparation of training materials for compliance awareness sessions.
- Assisting with preparation and submission of regulatory reports to regulatory bodies including the Registrar of Financial Institutions, the Data Protection Authority, Registrar of Companies and Competition and Fair-Trading Commission.
- Assisting with preparation of responses to regulatory queries.

REQUIRED SKILLS AND COMPETENCIES

- a) Strong analytical and communication (verbal and written) skills.
- b) Ability to plan and organise in line with job requirements.
- c) Ability to prepare analytical and accurate reports including the ability to do comprehensive law research on the structuring of emerging opportunities
- d) Be action and result oriented
- e) Strong judgment and decision-making skills.
- f) Understanding of legal and regulatory frameworks with a strong desire to read widely on emerging developmental issues and new industries that require the deployment of strong legal skills and practice.
- g) Ability to manage complex legal and compliance matters.
- h) Ability to work in a team setting.
- i) Strong legal drafting and research skills
- j) Ability to interact, negotiate (where applicable), and achieve targets.
- k) Proficient with work tools like Microsoft Office, Microsoft Excel, and Microsoft PowerPoint.

QUALIFICATIONS AND EXPERIENCE

- a) Must have a first degree in law from a reputable university. Those with a master's degree in commercial or corporate Law will have an added advantage
- b) Must be admitted to the Malawi Bar with a minimum of 5 years' post admission experience in legal and compliance or related work.
- c) Possession of compliance management related certifications will be an added advantage.

Interested applicants should send their applications together with comprehensive curriculum vitae and at least three traceable referees to:

The Human Resources Business Partner
NICO Capital Limited
P.O. BOX 501
BLANTYRE

Or email: recruitments@nicocapitalmw.com

Closing date for receiving applications is **3rd February 2026**. Only shortlisted candidates will be acknowledged.

www.nicocapitalmw.com

