



Lagos Chamber of Commerce International Arbitration Centre (LACIAC)

Operations Manager

The Operations Manager will report to the Chief Executive Officer/Managing Director and be responsible for overseeing and managing different teams within the Secretariat. The role of the Operation Manager involves administrative duties as well as managerial tasks.

Primary Responsibilities

- Company Secretarial and Compliance
 - Coordinating the affairs and implementing the objectives of the Board and the Board Committees.
 - Providing company secretarial services to the Board and its Committees.
 - Ensure that the Centre's activities are in conformity with all applicable laws, regulations, internal policies and procedures.
 - Periodical review of all relevant legislation applicable to the Centre and ensuring compliance with these.
- Projects and Initiatives
 - Planning and developing concepts for LACIAC events including training, conferences, sector-engagement seminars
 - Liaising with the Training and Conferences and Thought Leadership Committees to implement the objectives of the Committees.
 - Managing meetings and coordinating the activities of LACIAC affiliated projects including projects focused on advocacy and law reform, and such other special projects that may be assigned.
 - Liaising with various functions across the Centre to ensure availability of necessary resources and materials for planned events and programmes.
- Business Development
 - Establishing and implementing policies aimed at promoting the Centre's vision and objectives.
 - Engaging with third party organisations and individuals with the aim of providing an understanding of the Centre's services.
 - Representing LACIAC at conferences, events and meetings with third parties.
 - Keep abreast of trends and new developments in the arbitration environment at the local and international level.
 - Supervise the development of articles and papers to be delivered at seminars and conferences by representatives of LACIAC.

Qualifications/Skills

- Bachelor's Degree in Law, Business Administration or related discipline
- A minimum of 5 years relevant working experience
- Knowledge of and conversant with terms in international arbitration and ADR (A Masters' degree in relevant field of study or professional qualifications in arbitration or other ADR mechanisms is an advantage)



- Effective drafting and communication skills
- Excellent organisational and managerial skills
- Ability to utilise Microsoft office suite