

SOMBO KAWILILA | LAWYER

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Cell: +260977 890 041

City of Residence: Chinsali

PROFESSIONAL SUMMARY

An enthusiastic, self-motivated, and dedicated law practitioner with over 12 years of excellent theoretical and practical experience in advocating for the high court of Zambia. I possess great supervisory skills, capable of supervising and writing Legal Documents such as Deeds, able to provide Legal Advice and Case Representation, monitor Private Bar Cases and Staff Assignments, provide advice of Product Development and Risk Mitigation. I also possess excellent skills in the Review and Analysis of Court Cases and Court Treatment. A great communicator with good interpersonal skills able to work in a multicultural work environment.

EDUCATION AND TRAINING

October 2022 | | Master of Laws in Corporate and Commercial Law | | University of Lusaka

June 2007 - April 2008 | | Post Graduate Diploma | | Legal Practitioner's Diploma

June 2003 - August 2006 | | Bachelor of Laws Degree | | the University of Zambia

CERTIFICATION

March 2015 | | Introductory Certificate in Arbitration, Chartered Institute of Arbitrators

EXPERIENCE

Dates	Position	Organization
May 2022-Present	Town Clerk	Chinsali Municipal Council Ministry of Local Government and Rural Development

Key Responsibility areas:

- Overall supervision of the institution and allow for interface with relevant stakeholders
- Ensuring that the financial administration operates according to financial regulations and to bring to the attention of the Council any requirement to undertake review
- Preparing draft budgets for discussion and present reports to the Council in a timely manner. Ensure full compliance to the approved budget estimates and practice prudent collection of revenue and its proper utilization
- Managing the cash flow, investments and bank transfers on all Council accounts
- Arranging for the monitoring and balancing of the Councils accounts and preparation of records for audit purposes and VAT
- Receiving correspondence and documents on behalf of the council and to deal with the correspondence or documents or bringing such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known
- Policies of the Council
- To study reports and other data on activities of the Council and on Matters bearing on those activities. Where appropriate discussing such matters with administrators and specialists in the respective fields and to produce reports for circulation and discussion by the Council

- Monitoring the implementation of National and Council policies to ensure they are achieving the desired result and where appropriate, suggest modifications.
- Issuing notices and preparing agendas and minutes for the Ordinary Council Meetings, attending the Ordinary Council Meetings and to implement the decisions made during the meetings by the Council
- Acting as the Councils Competent Person with regard to health and safety matters and ensuring that relevant legislation and regulations are adhered to by the Local Authority
- Supervising the Directors, Audit and Procurement and Supplies Units as their line manager in keeping policies of the Council and to undertake all the necessary in connection with the management of salaries, conditions of employment and work of other staff
- Ensure that the image of the council continues to be one that exudes the public confidence.

Dates	Position	Organization
June 2017 – Present	Town Clerk	Mansa Municipal Council; Ministry of Local Government and Rural Development

Key Responsibility areas:

- Responsible for overall supervision of the institution and allow for interface with relevant stakeholders
- Ensuring that the financial administration operates according to financial regulations and to bring to the attention of the Council any requirement to undertake review
- Preparing draft budgets for discussion and present reports to the Council in a timely manner. Ensure full compliance to the approved budget estimates and practice prudent collection of revenue and its proper utilization
- Managing the cash flow, investments and bank transfers on all Council accounts
- Arranging for the monitoring and balancing of the Councils accounts and preparation of records for audit purposes and VAT
- Receiving correspondence and documents on behalf of the council and to deal with the correspondence or documents or bringing such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known Policies of the Council
- To study reports and other data on activities of the Council and on Matters bearing on those activities. Where appropriate discussing such matters with administrators and specialists in the respective fields and to produce reports for circulation and discussion by the Council
- Monitoring the implementation of National and Council policies to ensure they are achieving the desired result and where appropriate, suggest modifications.
- Issuing notices and preparing agendas and minutes for the Ordinary Council Meetings, attending the Ordinary Council Meetings and to implement the decisions made during the meetings by the Council
- Acting as the Councils Competent Person with regard to health and safety matters and ensuring that relevant legislation and regulations are adhered to by the Local Authority
- Supervising the Directors, Audit and Procurement and Supplies Units as their line manager in keeping policies of the Council and to undertake all the necessary in connection with the management of salaries, conditions of employment and work of other staff
- Ensure that the image of the council continues to be one that exudes the public confidence.

Dates	Position	Organization
October 2012 – June 2017	Director Legal Service	Kitwe City Council, Ministry of Local Government

Key Responsibility areas:

- Directed Council employees in the legal preparation of policies and strategic planning
- Handled all litigation matters
- Supervised the writing of Council Legal Documents such as deeds
- Provided advice on all social and commercial legal matters including employment issues, trading standards and property management
- Supervised all units under the Legal department to ensure smooth operations
- Conducted negotiations and consultations on various matters - legal in nature – on behalf of the Kitwe City Council

Dates	Position	Organization
September 2010 – March 2012	Council Advocate	Ndola City Council; Ministry of Local Government

Key Responsibility areas:

- Represented the Council in matters before the Courts of Law and Tribunals
- Provided Legal advice to the members of the Council
- Prepared and reviewed legal documents such as contracts, agreements, leases
- Substantively promoted to Assistant Director, Legal Services Department: Kitwe City Council

Dates	Position	Organization
2009-2010	Associate, Messrs.’	Corpus Legal Practitioners

Key Responsibility areas:

- Monitored private bar cases and staff assignments
- Handled administrative transfers and other discretionary matters
- Gave advice of product development and risk mitigation
- Negotiated and prepared legal client contracts
- Reviewed and analyzed court cases and trial court documents under project leads supervision
- Analyzed and reviewed court treatment and selected documents as per standards
- Organized legal documents by documents and case type and witness area of expertise

PROFESSIONAL SKILLS AND PERSONAL ATTRIBUTES

Excellent Computer functional Skills (MS, word, search engine, Excel, and PowerPoint)	Self-Motivated
Excellent report writing skills	Honesty
Cross cultural awareness	Team player capable of working within a multicultural work environment
Great communication skills	Fast learner able to adapt quickly to new work environments
Social Media Strategy	Meticulous and keeps tight schedule
Presentation Skills	Excellent written and verbal communication.
Negotiation Skills	Presentation and facilitation Skills
Problem-solving Skills	Able to write Legal Documents

Excellent supervisory skills	Provide Legal advice
Excellent case representations skills	Able to provide advice of product development and risk mitigation
Able to monitor private bar cases	
Excellent practical knowledge in securities regulation	Excellent practical knowledge in corporate governance
Capacity to conduct regal research	Excellent practical knowledge in business taxation and international business transactions

REFEREES

Name	Organization	Contact Information
Sydney Chisenga	Managing Partner- Corpus Legal Practitioners	+260966731737
Kasonde Chisanga	Town Clerk – Kasama Municipal Council	+260972727004
Dulani Phiri	Council Secretary-Zambezi Town Council	+260977115631