

We Are Hiring



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## SENIOR LEGAL COUNSEL

POSITION LEVEL: EXECUTIVE  
(MANGALIS HOTEL GROUP)



MALE OR FEMALE



# MISSIONS

## **JOB DESCRIPTION**

**Position Title:**

Senior Legal Counsel (M/F)

**Position Level:**

Executive

**Reports to:**

CEO of Mangalis Hotel Group / Group Legal Director

**Location:**

Dakar, Senegal

## **GENERAL MISSION**

The incumbent is responsible for ensuring the legal security of the Group subsidiaries' activities by providing high-level expertise, managing complex legal matters, and ensuring regulatory compliance. They advise Executive Management, anticipate legal risks, and secure contractual relationships.

## **ORGANIZATIONAL STRUCTURE**

The Senior Legal Counsel reports to the CEO of Mangalis Hotel Group and functionally to the Group Legal Director.

## **JOB DESCRIPTION**

### **CORPORATE LAW AND LEGAL SECRETARIAT**

Ensure compliance with legal procedures and standards, particularly the Uniform Act on Commercial Companies and Economic Interest Groups (GIE);  
Finalize incorporation formalities, administrative follow-up, and update documentation relating to changes in the corporate life of subsidiaries;  
Assist in the legal and administrative follow-up after Board Meetings and General Meetings, particularly regarding the implementation of recommendations;  
Ensure both physical and electronic archiving of legal and administrative documents;  
Prepare Board Meetings and General Meetings in coordination with the Finance Directors and General Managers of subsidiaries;  
Draft minutes of Board Meetings and General Meetings for subsidiaries within the scope;  
Maintain and regularly update the Legal Secretariat and corporate records (including registers) of the Group subsidiaries within the scope;  
Draft memoranda and administrative correspondence related to the administrative and legal management of Group operations;  
Assist the Legal Director in monitoring the implementation of decisions and daily instructions from the Financial and General Management of Mangalis.

# MISSIONS

## **JOB DESCRIPTION**

### **LAW OF OBLIGATIONS**

Ensure compliance with procedures, legal standards, and applicable laws;  
Systematically review all intra-group and third-party contracts (loan agreements, securities and guarantees, service agreements, joint ventures/shareholders' agreements, intra-group agreements, protocols, etc.);  
Plan and conduct legal audits of all operational companies within the scope at least once a year;  
Monitor the legal aspects of the Group's commitments, particularly bank loans, in collaboration with the Financing and Treasury Department;  
Actively participate in the analysis and management of legal risks related to investment and financing operations at Group and subsidiary levels;  
Issue legal opinions to the Group Financial and General Management and all subsidiaries in coordination with external law firms.

### **LEGAL LITIGATION**

Monitor and manage legal disputes;  
Coordinate with law firms and legal advisors.

# PROFILE REQUIRED

## Experience & Education

Minimum of 5 years' experience in a legal counsel position;  
Bachelor's or Master's degree in Law (Bac +4/5 equivalent).

# SKILLS & REQUIRED QUALITIES

## Key Skills

Strong knowledge of corporate law;  
Knowledge of taxation;  
Excellent written and spoken professional English;  
Knowledge of civil and criminal procedures.

## Required Qualities

Analytical skills;  
Strong synthesis and summarization abilities;  
Organizational and planning skills;  
Ability to collaborate and work in a team;  
Rigor and attention to detail.

# LANGUAGES

Professional proficiency in French and English is mandatory



## TO APPLY

Please send your CV and cover letter  
with the job title indicated to: [careers@mangalis.com](mailto:careers@mangalis.com)  
Please include the job reference in the subject line: "JS-MHG"  
Application deadline: **Sunday, May 31, 2026.**