TAMANDA STEPHANIE SINJANI

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PROFESSIONAL SUMMARY

An Advocate of the High Court of Zambia holding Bachelor of Laws (LLB) and Master of Laws (LLM) degrees, with an advanced academic background in Corporate, Tax and Investment Law. Experienced in corporate legal advisory, statutory compliance and litigation support through positions at Undatila Limited, ZESCO Limited and the Ministry of Justice. Skilled in legal drafting, risk analysis, regulatory compliance and stakeholder engagement across both public and private sector institutions.

SKILLS AND COMPETENCIES

- **Corporate & Commercial Law**: Contract Review & Drafting, Corporate Governance, Corporate Law, Negotiation, Mediation
- **Advisory & Compliance**: Regulatory Compliance, Legal Risk Analysis, Statutory Interpretation
- **Litigation Support**: Drafting Court Applications, Commencement proceedings, Substituted Service, Pleadings, Skeleton Arguments, Injunctions etc., Court Document Filing
- **Legal Administration & Research:** Legal Research & Case Law Analysis, Legal Opinion Drafting, Minutes & Board Documentation
- **Technical & Languages**: Microsoft Office Suite (Word, Excel, PowerPoint), French (DELF A2 Certified)

WORK EXPERIENCE

Company Secretary | Director

Undatila Limited | Lusaka, Zambia

November 2020 - Present

- Review and draft international service agreements, agency contracts and investment agreements
- Identifying contractual risks and advising on terms to protect the company's commercial interests.
- Provide legal advice to the directors on contractual risks and potential future liabilities, informing decisions aimed at mitigating legal and commercial exposure.
- Contributed directly to the company's receipt of contractual commission by identifying and addressing contractual risks, advising on favorable terms and formalizing key business decisions through meetings and board resolutions.
- Prepare board minutes and resolutions to document corporate decisions, strengthen governance and support the implementation of business strategies.

Learner Legal Practitioner

The Ministry of Justice of Zambia - Administrator General and Official Receiver's Office | Lusaka, Zambia

February 2025 - September 2025

- Conducted in-depth statutory and case law research to draft formal legal opinions on succession and estate administration.
- Drafted probate applications, ex-parte and inter-partes court orders, affidavits, injunctions and other supporting legal documents in compliance with statutory requirements and timelines.
- Liaised directly with government departments and administrative bodies to search, fill and enquire on the statuses of official documentation e.g., the Lands and Deeds Registry and Lusaka City Council.
- Managed formal legal correspondence and directly interacted with key public stakeholders, beneficiaries and corporate entities on disputed estate claims.

Legal Intern

ZESCO Limited – Legal | Lusaka, Zambia

March 2024 – July 2024

- Provided comprehensive legal support to a panel of seven corporate advocates handling advisory, commercial contracting, regulatory compliance and litigation matters.
- Evaluated corporate compensation and third-party liability claims, identified legal exposures and drafted legal positions aligned with national energy sector regulation
- Conducted targeted case law and statutory law to draft internal legal opinions informing strategic corporate decisions.
- Prepared, registered, and served High Court and subordinate court filings within strict statutory limitation periods.
- Led workflow coordination and procedural onboarding for junior legal interns, ensuring consistent departmental output and deadlines management.
- Coordinated legal correspondence and facilitated service of documents to external stakeholders daily.

PROFESSIONAL QUALIFICATIONS

Advocate of the High Court of Zambia – Practicing License |

August 2026

Association of Zambia (LAZ)

Zambia Institute of Advanced Legal Education (ZIALE)

Lusaka, Zambia

EDUCATION

Master of Laws (LLM) Specialization in Taxation Law and Investment Law |

September 2024

Zambia Centre For Accountancy Studies (ZCAS) University

Lusaka, Zambia

Relevant coursework: Banking Law and Regulation, Corporate Law and Arbitration, Public Finance, Legal Aspects of International Finance and International Investment Law.

Bachelor of Laws (LLB) Specialization in Commercial Law |

May 2023

Zambia Centre For Accountancy Studies (ZCAS) University, in conjunction with the University of Zambia

Lusaka, Zambia

Diplôme d'Études en Langue Française (DELF/DALF A2) - Certificate |

November *2017*

Alliance Française de Zambie

Lusaka, Zambia

REFEREES

Upon request.