



## Joyce Cláudia Cossa

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Joyce Cláudia Cossa is a Junior Associate of the of the Commercial, Regulatory & Public Institutions Practice Groups, she provides legal assistance services in the corporate and commercial area, with particular focus on, secretarial services, establishment of commercial companies, commercial representations registration, licensing activities, preparation and review of various contracts, among other commercial related matters. She also has experience in Labor matters, including assistance on the hiring and termination of employment contracts, disciplinary proceedings, as well as providing labor related advices.

### Related services

[Employment](#)

### Languages spoken

English, Portuguese

## Experience

### Professional Qualifications

- Incorporation of companies, foreign commercial representations, from the draft of the incorporation documents, organization of the process and their submission to the relevant authorities and legal advice on the processes to the clients;
- Legal assistance in the processes of compliance with corporate obligations to several commercial companies that operate and intend to operate in Mozambique;
- Secretarial service, acting as secretary of the board of the general assembly meeting of several commercial companies that included the preparation of the notices, participation in meetings and preparation of minutes;
- Legal assistance in initiating disciplinary proceedings;
- Carrying out labour audits and assistance in the regularization of partially regular and irregular employment matters;
- Assistance in the elaboration of Memorandum in labour matters;
- Assistance to companies in fulfilling their labour obligations;
- Legal assistance in drafting and reviewing employment contracts;
- Legal assistance and legal advice to several companies regarding collective dismissal and calculation of compensation.

## Credentials

### Prior Experience

- SAL & Caldeira Advogados, Lda. – Junior Consultant, January 2020 - present
- SAL & Caldeira Advogados, Lda. – Intern, February to December 2019
- Shabir Catiara Advogados e Consultores – Intern, September 2018 - January 2019

### Education

- Law Degree from the Law Faculty of São Tomás de Moçambique

## Memberships

- Member of the Bar Association of Mozambique
- Certificate of Recognition awarded by the World Bank in Doing Business Mozambique 2021
- Member of the Bar Association of Mozambique
- Certificate of Recognition awarded by the World Bank in contribution to Employing Workers 2021
- Certificate of Recognition awarded by the World Bank in contribution to the research of The Global Indicators Group 2021