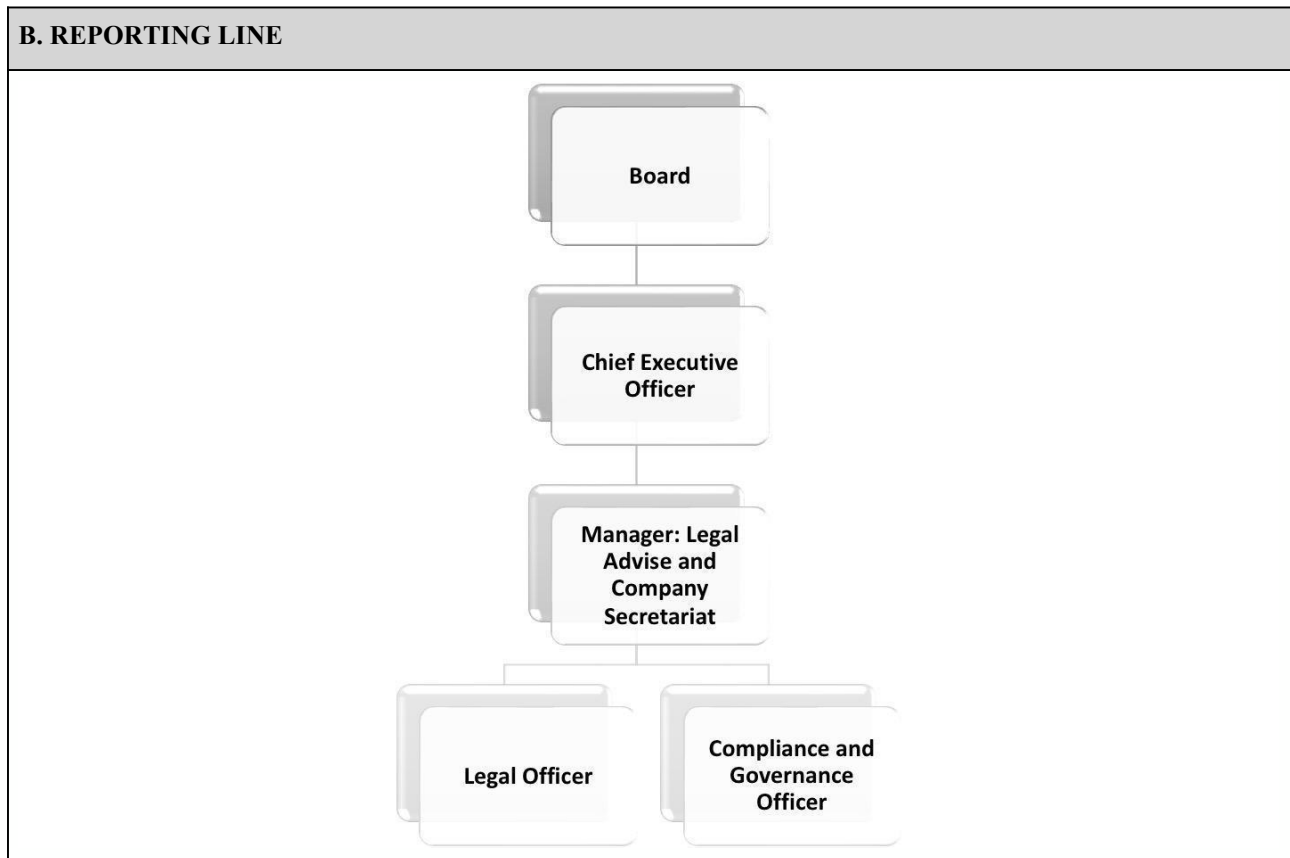




JOB DESCRIPTION

A. POSITION DETAILS	
Job Title	Legal Officer
Job Grade	
Department	Legal Advice and Company Secretariat
Division	Legal and Company Secretariat
Review Date	March 2023



C. MAIN PURPOSE OF POSITION
The role provides legal expertise and support on legal issues relating to the functions, structures and activities of the organization and support management on issues pertaining to legal, governance, risk and regulatory framework and monitor compliance based on industry requirements.



D. JOB SPECIFICATIONS		
Minimum Educational Requirements		Bachelor's Degree in Law or a LLB Degree
Minimum Experience Required		3-4 years experience in related corporate, legal or similar environment
Special Requirements		<ul style="list-style-type: none"> ● Good knowledge of the relevant Acts that Govern Public Enterprises relating to the NDCN and persons with disabilities. ● Good knowledge and compassion about International Human Rights ● Good interpersonal, written and spoken communication skills ● Excellent drafting skills ● Professional flexibility ● Ability to perform under pressure ● Highly organized and efficient

Key Result Areas	Key Task (What, How & Why)	Frequency
1. Legal Advice	<ul style="list-style-type: none"> ● Implements legal policies and procedures to ensure that they are in accord with the existing legislation ● Attends to legal matters and provides legal advice; oral, written and ancillary research ● Drafts, negotiates and reviews legal documentation, policies, processes and procedure ● Liaises with external lawyers and the state law office on all cases filed against NDCN and persons with disabilities to ensure instructions, witnesses and statements are procured on time ● Monitors compliance with legal and 	Weekly/Monthly



	<p>statutory requirements of the NDCN</p> <ul style="list-style-type: none"> ● Researches and evaluates different risk factors regarding business decisions and operations to apply effective risk management techniques on possible legal issues ● Providing necessary support in the board secretarial function ● Considers retention of documents in line with applicable legislation ● Reviews statutory and regulatory framework in alignment with equal treatment and disability friendliness. 	
<p>2. Contract Negotiation</p>	<ul style="list-style-type: none"> ● Advises the NDCN on all legal matters that may arise in its operations ● Draws and vets contracts, agreements and other legal documents for review from Supervisor ● Provides internal advisory services to the business units and departments within the Company as directed by supervisor ● Reviews all contracts or any other documentation where the NDCN has committed itself and assess legal implications that need to be brought to the senior management's attention ● Prepares, reviews and modifies contractual instruments to assist and support various business activities ● Provides guidance on contract matters to project managers or other operational staff as directed by manager ● Negotiates, reviews and draft 	<p>Monthly</p>



	<p>documentation for business transactions and prepares and advises on the necessary checklist to be adopted to ensure information is submitted on time</p> <ul style="list-style-type: none"> ● Monitors compliance with agreements and assesses potential breach ● Assists in the drafting of agreements. 	
<p>3. Litigation Matters</p>	<ul style="list-style-type: none"> ● Provides litigation support by assisting in the management of litigation matters ● Represents the NDCN in civil and labour matters ● Drafts litigation letters, contracts and documents related to specific Council projects and stakeholder/ persons with disabilities ● Attends to litigation matters as required and directed by supervisor, providing preliminary advice to management ● Reviews progress of outstanding litigation and liaise with and manages external lawyers ● Identifies local needs and develop efficient resource smart solutions including developing network of outside counsel and pro-bono relationships ● Assists in the facilitation of settlements of legal disputes for Council and persons with 	<p>Monthly</p>



	<p>disabilities.</p>	
<p>4. Compliance</p>	<ul style="list-style-type: none"> ● Implements code of conduct and update it periodically ● Designs and conducts periodic training in compliance and ethics for all employees and executives ● Ensures the proper functioning of the company's complaint lines and monitor the effective application of policy ● Acts as an independent evaluation and review body to ensure that incidents and compliance concerns within the company are evaluated, investigated and resolved in a confidential, objective and independent manner ● Assists in the development of relevant compliance tools for the allocated regulatory requirements to aid management to manage associated compliance risk ● Monitors all operational processes and procedures using a compliance management to ensure that NDCN complies with all legal regulations and internal standards ● Assists the Manager with any other relevant task deem necessary in order to ensure that the department operates sufficiently. 	<p>Ongoing</p>



5. Administrative	<ul style="list-style-type: none"> Performs any other duties as may be assigned by supervisor, manager, or Chief Executive Officer. 	Regularly
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E. OTHER JOB INDICATORS	
Working Conditions	Office based
Pressure of Work	High
Delegation of Authority	Operates within the policies and act of the NDCN and reports to Manager: Legal Compliance and Company Secretary

The **duties** and **responsibilities** described are not a comprehensive list and that additional tasks may be assigned to the employee from time to time; or the scope of the **job** may change as necessitated by business demands.

AGREED BY

	Print Name	Signature	Contact No.	Date
Job Holder				
Line Manager				
Head of Human Resources				