

BIHAR VIKAS MISSION

Job Description



1. General Information	
Position Title:	Legal Officer
Reports to:	General Manager– Legal & Procurement; Additional Director – Program Monitoring
Department:	Bihar Vikas Mission
Job Code:	
2. Organization Chart	
<pre> graph TD GM[General Manager– Legal & Procurement] --> LO[Legal Officer] MD[Mission Director] --> AD[Additional Director – Program Monitoring] AD --> PSEP[Professional Support Service Experts Panel] </pre>	
3. Key Accountabilities	
Legal <ul style="list-style-type: none"> Provide effective and timely legal advice, at request or at own initiative, to relevant stakeholders, in order to enable BVM / Department to function effectively whilst being legally and statutorily sound 	
Litigation <ul style="list-style-type: none"> Manage standard litigation matters and provide the required support to appointed external counsel on other matters as required Manage coordination with external counsel in managing court proceedings (including arbitrations, mediations and tribunals) 	
Compliance <ul style="list-style-type: none"> Monitor BVM activities for adherence to regulatory and compliance requirements Provide required support to ensure constant update of internal systems in line with evolving regulatory requirements Create awareness of relevant rules and regulatory and statutory requirements and of corresponding legal implications by facilitating design and rollout of relevant policies and programs 	
Contracting& Negotiation <ul style="list-style-type: none"> Provide the required support to relevant teams in drafting the contracts and agreements, examining documents for their legal sufficiency and identifying issues that need to be resolved as required Participate in negotiations with external parties and provide inputs and suggestions from a legal standpoint, ensuring compliance and favourable terms and conditions for BVM / Department Assist BVM / Department with legal review of the proposals and reviewing the profile of the 	

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contractors and service providers and the applicable registrations

Vendor Management

- Contribute to selection and negotiation with external vendors (law firms, independent lawyers etc.) for provision of legal services to BVM / Department, as assigned
- Maintain relationship, coordinate and monitor performance of external vendors to ensure effective delivery of services

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account best practices, in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Follow all relevant policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as directed

4. Qualifications and Experience

Essential

- Degree of LL.B. (full time) from any of the National Law Universities of India
- Qualified to be registered as an advocate in any State Bar Council of India in terms of Advocate's Act, 1961
- Minimum 1 year of post-qualification experience in legal and / or litigation (including internship)

Preferred

- Less than 40 years[#] of age as on 1st January 2018
- Experience of working with state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in legal and / or litigation role will be preferred
- Research publications in relevant area will be an added advantage

[#] Age limit for SC / ST (Male/Female) domicile / resident of Bihar – 45 years

Age limit for BC / EBC (Male/Female) domicile / resident of Bihar – 43 years

Age limit for General (Female) domicile / resident of Bihar – 43 years

5. Knowledge and Other Skills

- Good negotiation and communication skills necessary for liaising with the department, the judiciary and negotiating parties
- Good knowledge of, and experience with, laws dealing with government and commercial contract administration, especially contract negotiation, preparation and administration
- Good understanding of litigation process and techniques and experience with managing and conducting litigation matters

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6. Competencies		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking		✓	
ii.	People First	✓		
iii.	Consultation and Consensus Building	✓		
iv.	Initiative & Drive		✓	
v.	Problem Solving		✓	

Basic	Proficient	Expert
Aware of principles and their application	Sufficiently competent to work alone	Competent to support and advise others