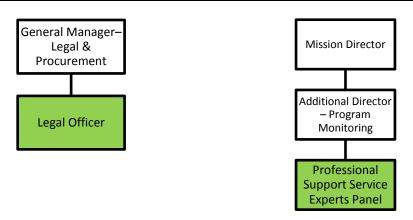
# **BIHAR VIKAS MISSION**



# **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



#### 3. Key Accountabilities

## Legal

 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

- 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

- 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**

- 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<sup>#</sup> 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

#### 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

<sup>\*</sup> 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

# BIHAR VIKAS MISSION Job Description



| 6.   | Competencies                        | Basic    | Proficient | Expert |
|------|-------------------------------------|----------|------------|--------|
| i.   | Strategic/Innovative Thinking       |          | <b>✓</b>   |        |
| ii.  | People First                        | <b>✓</b> |            |        |
| iii. | Consultation and Consensus Building | <b>✓</b> |            |        |
| iv.  | Initiative & Drive                  |          | <b>✓</b>   |        |
| V.   | Problem Solving                     |          | <b>✓</b>   |        |

| Basic                                     | Proficient                           | Expert                                       |  |
|---|--------------------------------------|--|--|
| Aware of principles and their application | Sufficiently competent to work alone | Competent to<br>support and<br>advise others |  |