

## **Director of Legal & Corporate Affairs**

A fantastic opportunity has arisen for an experienced Senior Legal Counsel to join Frontiir, to provide a pragmatic in-house legal support service to the organization and to support the mitigation of risk arising from any legal, regulatory, compliance or governance issues.

To be successful on this role, you need to be an experienced and qualified with substantial post-qualification experience, ideally with experience in the charities and not-for-profit sector and will have solid experience of working on a range of contracts. As this is a very senior role, we have a strong preference for previous experience that includes a role as the sole in-house legal expert. You will enjoy working in an agile and flexible way to manage a busy and varied workload and will be adept at networking and forming effective and constructive working relationships. You will be responsible for preparation of legal documents, managing all corporate office duties, supporting board meetings, liaising with other departments on legal related matters, corporate governance, risk management, internal control as well as policies and procedures.

You will be also be required to carry out the full spectrum of company secretarial duties of entities in Myanmar, Singapore and any other countries. Ensuring company policies is up-to-date and keeping the company employees aware of the legal implications should it arises Duties may include:

### **I. LEGAL SERVICES FUNCTIONS**

- A. Prepare affidavits and legal correspondence and other related documents.
- B. Organizing and maintaining documents in a proper depository library.
- C. Provide supports in maintaining the company statutory registers and records, ensure they are in compliance with statutory and regulatory requirement.
- D. Lodge and file in time all necessary legal documents as required.
- E. Assist in the implementation of corporate strategies by ensuring that the board's decisions are properly carried out and communicated.
- F. Stay updated on relevant developments and changes in local laws, statutory and regulatory obligations and ensure the company meets all its legal obligations.
- G. Handle duties including company incorporations, registration of foreign branches & representative offices, striking off companies, preparation of KYC documents, directors/shareholders resolutions for bank account opening & change of signatories, etc.
- H. May required to conduct researches and gather and analyzes information and prepare a written report.

### **II. CONTRACTS REVIEW DUTIES**

- A. Draft, review, negotiate and advise on the preparation of all contracts, licences, and other legal agreements (such as NDAs)
- B. Work with internal stakeholders to increase awareness and skills in relation to contract management and legal risk, partnering with key individuals within the organisation to identify potential legal issues as they arise.
- C. Support the continued improvement of standard form agreements, contract management and legal processes and implement improved systems and procedures where required.
- D. Where appropriate, appoint, brief, manage and oversee external legal advisors.

- E. Manage the legal budget, approving expenditure and highlighting where there's a risk of exceeding budget.
- F. Maintain a contract library for all supplier contracts.

### **III. COMPLIANCE DUTIES**

Where relevant from contract or grant agreement review, disseminate practical guidance to staff to ensure day to day compliance.

- A. Oversee the ongoing management of the organization's risk register, ensuring this is regularly reviewed and updated.
- B. Responsible for data protection compliance including policy updates, data audits, data breach processes and log, investigation requests, writing and issuing privacy notices, etc.
- C. Advise the wider team on data protection issues and best practice.
- D. Remain informed of charitable and company law guidance, briefing colleagues on new developments as appropriate and implementing new processes required to ensure compliance
- E. Undertake other duties as may be requested by the Chair, CEO, and Head of Operations as IIGCC's work evolves, and new needs emerge.

### **IV. CORPORATE SECRETARY WORK/DUTIES**

- A. Ensure the Company follows best practices, its governance structure, and provincial and regulations
- B. Ensure that the company and members of the Board, corporate officers and appointees follow procedures before, during, and after official board meetings
- C. Liaise with the chairperson, president, board, and a corporation's upper management
- D. Provide strategic business and supervisory support to senior levels of management and the board of directors.
- E. Manage and oversee the preparation of the agendas and maintenance of the corporate record of the Company
- F. Manage and oversee the organization of meetings of the Board and its committees
- G. Define and guide the corporate reporting process, supporting the generation and submission of reports to the Board, by management, to best support the Board in the discharge of oversight and foresight responsibilities and fiduciary duties
- H. Provide support and advice to the Chairperson of the Board in carrying out duties relating to the effective governance and performance of the Board and corporation, including provision of advice on corporate governance best practice, governor appointments processes and Board skill sets, and in relation to the avoidance of conflicts of interest.
- I. Ensure company documents and records are accurate and meet regulatory standards.

### **Job Requirements:**

1. Minimum Diploma holders with 3 + years experience in similar capacity
2. LLB/ICSA qualification is not a must but would be an advantage
3. In-house experience is a must

4. Must be able to work independently and work well under pressure in a fast-paced environment • Strong stakeholder management & excellent communication skills are a MUST
5. Strong English language writing and speaking skills. Advantage to know Burmese
6. All local, repatriates & expatriates are welcome to apply

**Knowledge, Skills and Abilities Required:**

7. Ability to develop and deliver presentations.
8. Demonstrated ability to successfully manage a large corporate or centralized institutional legal office.
9. Skill in budget preparation and fiscal management.
10. Ability to provide competent legal advice and counsel to senior university officials on a wide range of legal and policy issues.
11. Knowledge of the range of applicable laws and regulations which impact on all facets of university policy and operations.
12. Ability to analyze and interpret issues and to prepare legal opinions.
13. Ability to communicate and interact with officials at all levels of government.
14. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
15. Knowledge of current and developing legal issues and trends in area of expertise.
16. Ability to supervise and coordinate the work of legal professionals, paraprofessionals, and consultants.
17. Ability to foster a cooperative work environment.
18. Knowledge of the principles and procedures of legal research.
19. Employee development and performance management skills.
20. Negotiating skills.
21. Knowledge and understanding of institutional policies and procedures and the regulatory environment within which they operate.
22. Knowledge of contract law.
23. Knowledge of financial/business analysis techniques.
24. Knowledge of the judicial system and procedures.
25. Knowledge of legal documentation procedures and requirements.
26. Ability to develop and implement legal strategies and solutions.
27. Knowledge of community legal resources.
28. Knowledge of faculty and/or staff hiring procedures.