

## POSITION DESCRIPTION

<b>Title:</b>	Legal Officer	<b>Location:</b>	Abu Dhabi
<b>Department:</b>	Finance	<b>Reports to:</b>	CFO
<b>Salary:</b>	Salary package	<b>Band:</b>	2
<b>Prepared by:</b>	CAO	<b>Date:</b>	January 2020

### Overall Purpose:

The Legal Officer will be responsible for providing day-to-day legal support to National Ambulance executives and senior management and will work with all levels of employees across the business.

It is the Legal Officer's responsibility to ensure in each instance that legal matters are handled in the best interests of the company and in a cost and time efficient manner and will liaise with external lawyers and business units.

### Roles and Responsibilities

- Provide day-to-day legal advice to the business
- Advise the company in courts in private legal matters
- Review ongoing cases and advice management accordingly
- Review and negotiate contracts related to everyday operations such as with vendors as well as clients
- Review and negotiate contracts that allow the company to function such as employment agreements or credit agreements with banks
- Advise the executives and senior management on every legal matter such as legal risks, compliance with regulations and corporate governance
- Provide legal protection and risk management advice to management especially on contract management
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken
- Prepare monthly and quarterly reports for the department for executive management meetings
- Provide high quality legal advice and documentation and ensure compliance with core processes and procedures
- Keep the executives and senior management informed on all matters and issues
- Conduct research and analysis of legal problems
- Interpret laws, rulings, and regulations for individuals and businesses
- Prepare and file legal documents, such as lawsuits, appeals, wills, contracts, and deeds
- Remain fully up to date with all relevant Emirate and Federal laws of the UAE
- Perform any other related duties as assigned by the executives

**QHSE:**

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

**Professional and Academic Expertise**

- Bachelor's degree in law
- Minimum 6 years' experience in the UAE
- Experience in Reviewing and creating contracts, agreements and other legal documents
- Experience in Negotiating in-house and outside contracts
- Experience analyzing corporate policies and practices for adherence to laws and regulations
- Knowledge of employment laws
- Good legal research, analysis and drafting skills
- Efficient, well-organized with good attention to detail and persistence in problem solving
- Self-motivated team player
- Excellent communication (verbal, written and presentation) skills with an open and direct communication style
- Willingness to take on multiple responsibilities and the ability to multi-task and work in a dynamic and fast-paced environment
- High level of integrity and strong professional ethics
- Arabic speaking

Chief Administrative Officer

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**Change Brie**

Version No.	Date	Changes
1	January 2020	New P.D

Review & Approval:

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(Enter final approver title here)