**Title**

**Manager - Legal, Procurement and Administration**

**Scope of Work**

**Key Job Responsibilities:**

**Legal Responsibility:**

* Legal Manager would be responsible for overseeing all legal aspects of a company's operations and ensuring compliance with laws and regulations.
* The role requires strong communication and negotiation skills, as well as a deep understanding of legal principles and practices.
* Draft and solidify agreements, contracts and other legal documents to ensure the company’s full legal rights and responsibilities.
* Apply effective risk management techniques and offer proactive advice on possible legal issues
* Research and evaluate different risk factors regarding business decisions and operations
* Assist in representation before Local Courts, Police Station, and Govt Authorities.
* Advise the company on labor Laws Matters including the retirement benefits.
* Filling and Compliance of Companies Act 2013 and other allied laws.
* Vetting of Documents and Contracts.
* Implementation of POSH Compliance.
* Provide support in complete due diligence of empaneled vendors including their any terror checks, Politically Exposed Parties.
* Creation of SOPs with respect to handling FCRA grants and concluding the proceedings
* Attending Close group meeting for Contracts negotiation and compliance.

**Procurement Responsibility:**

* Communicate with teams, create required formats/RFPs, ensure Grant Level Procurement compliance, and perform a final check before submitting requests for payments.
* Handle procurement as an independent function, involving procurement committees in vendor selection.
* Update procurement policies at the organization and program levels, with program manager awareness.
* Handle travel related vendors as and when required.
* Liaise with Finance team and help in review of compliance and providing information related to release of payments.

**Administration Responsibility:**

* Handle day to day administration of office including handling office related payments liaising with Finance team.
* Maintain link with landlord and real estate organization for providing office related support like office maintenance, parking etc.
* Act as a provider of requisition and payment for supplies.
* Maintain petty cash at the office for tracking daily expenses, starting with an initial amount of 15,000/-.

**Location**

New Delhi

**Reports To**

Vice President (Global), Finance and Corporate Affairs

**Grading Level:** M2

**Compensation**

An annual compensation of INR 1,500,000 (Inclusive of Taxes) will be paid to the Consultant. All Project related expenses would be reimbursed, as agreed upfront. Any revision to the compensation above will be after due mutual discussion and written intimation.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **February 8, 2024** to **February** **7, 2025** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.