

We are **HIRING!**

Legal Manager Legal & Compliance

Job Summary

- Provide legal support, advisory and ensuring effective management of legal functions / risks; evaluate the commercial and operational impact to the organisation.
- Provide leadership and ensure efficient management of staff and resources of legal department.

Requirements

- Bachelor's degree in law (i.e., LLB or equivalent) from a recognised institution.
- At least five (5) years working experience in the legal industry.
- Excellent knowledge and understanding of commercial law.
- Proficiency in telecommunications and IT law is an advantage.
- Capability in drafting and reviewing commercial contracts.
- Team player and ability to work under pressure with good inter-personal skills.
- Ability to identify legal issues and render workable solutions.
- Good analytical and drafting skills with high degree of integrity and confidentiality.
- Exposure in company secretarial matters.

Key Accountabilities

- To provide legal function support to Head of Legal and Compliance.
- Assist in all legal works and issues in the company, including legal matters arising from all contracts and instruments.
- To be actively involved in preparing and drafting of different contracts or agreements.
- Reviewing of legal material and any other relevant documents.
- Reviewing on going matters and advice management accordingly.
- Providing legal advice on contracts and any other relevant documents.
- Negotiate, review and draft documentation for business transactions and advise accordingly.
- Prepare, review and modify contractual instruments to assist and support various business activities.
- Identify, analyse and mitigate legal risk on the company's business and operations plan and execute risk mitigation strategy.
- Create awareness on regulatory matters impacting the company.
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- To conduct legal analysis and research on various legal matters of the company.
- Provide legal protection and risk management advice especially on contract management.
- Provide and interpret legal information and disseminate appropriate legal requirements to the management/staff.
- Advise management on legal implications of internal policies and procedures and corporate governance.
- Review and draft contracts, internal policies and so forth ensuring compliance with all regulation and legal requirements.
- Liaise with and manage external lawyers.
- Provide continuously leadership, supervision, training / coaching and development of legal department team ensuring effective and motivation.

Curriculum Vitae must be submitted to:

Via email, Recruitment@imagine.com.bn no later than Thursday, 18th August 2022.
Only shortlisted candidates will be notified.