

Terms of Reference
Legal Analyst, Office of General Counsel

Job Description

This role involves providing comprehensive legal services to GIDC, ensuring regulatory compliance, managing contracts, and advising on corporate legal matters. The legal analyst plays a crucial part in protecting GIDC's legal interests, mitigating risks, and supporting strategic business initiatives. By working closely with various departments, the Legal Analyst helps ensure that all legal aspects of business operations are well-managed, enabling the organization to navigate complex legal landscapes with confidence and efficiency.

Scope of Responsibilities

1. Drafting, reviewing, and negotiating contracts, and supporting transactional activities.
2. Ensuring compliance with corporate governance practices and managing legal and operational risks.
3. Advising on regulatory compliance and developing policies to ensure legal adherence.
4. Conducting legal research and analyzing the impact of legal developments.
5. Assisting with dispute resolution and litigation.
6. Advising on cross-border transactions and ensuring compliance with international laws and regulations.

Qualifications and Experience

- ❖ Bachelor of Laws (LLB) with a Postgraduate Diploma in National Law (PGDNL) and a minimum of 4 years of relevant experience.

Required Skills and Attributes

- ❖ Strong legal research, analytical, and drafting skills.
- ❖ Excellent verbal and written communication abilities.
- ❖ Ability to manage multiple legal projects and work under deadlines.
- ❖ High level of integrity, ethics, and professionalism.

Employment Terms and Compensation

- ❖ An initial three-year (3) contract, with the possibility of renewal contingent upon individual performance and the needs of GIDC.
- ❖ Compensation will be competitive, aligned with GIDC's existing pay scales, and tailored to reflect the candidate's qualifications and experience. Additional benefits will be provided as part of the overall package.