



Director- Legal

- **Vacancy for:** 1
- **Posted on:** May 28, 2018
- **Deadline:** June 12, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Legal Services
Job Level	: Top Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 15 years

Other Specification

Your qualification and experience:

- Dynamic Legal professional having Bachelor's Degree in Law, preferably a Master's degree in political science, public policy, economics or Law
- Should be above 40 years of age having at least 15 years of prior legal experience (8-10 years at the management level) with strong knowledge and understanding of legislative and judicial system of Nepal
- Have managed team of 5 or more than 5 professionals
- Prior experience in a multinational organization with multi-cultural exposure, preferably a returned Nepali having worked in Asia subcontinental market.
- Prior telecom exposure will be an added advantage

Your profile:

- Well versed with legislative and other normative acts of Nepal as well as current civil, labor, financial, taxation, administrative legal practices
 - Good knowledge and understanding of Labor Code of Nepal
 - Good knowledge and understanding of Labor and Information security norms and regulations
 - Experience in drawing up and providing conclusion of contracts
 - Understanding of Legal processes in government organizations in Nepal
 - Demonstrated competence in team building, strategic planning and organizational management
 - Strong leadership skills, with the proven ability to direct and guide the team of highly-skilled legal team and be able to draw upon each's strengths and assist in weaknesses
 - Exceptional interpersonal skills, superior oral and written capabilities, including the ability to build professional relationships with government and judiciary bodies
 - Demonstrated ability to communicate with a variety of stakeholders and the ability to respond to member needs (strategically and tactfully) as well as exercise leadership and diplomacy amongst diverse perspectives and priorities
 - Fluently bilingual (English and Nepali) – both spoken and written
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Job Description

Department: Legal

Duty Station: Current requirement is in Kathmandu but it can be anywhere in Nepal as per business needs and future requirements.

Main responsibility areas:

- Develops Legal department's strategy, vision and roadmap for the organization keeping in view short term & long term perspectives

- Understands Business Focus Areas and requirements, and give recommendations to the management from legal point of view enabling organization to attend its planned objectives
- Provides legal observations in company performance and security of its legal interests ensuring full compliance of all statutory provisions
- Formulates and guides counsels on legal issues of the company as well as on projects of normative acts ensuring compliance
- Ensures that legal services requirements are regularly assessed by the legal team to devise relevant strategies for effective service delivery
- Ensures smart spending, zero based budgeting and revenue focused planning in legal services
- Ensures high employee engagement for creating passion for excellence in service delivery
- Regularly reviews planned performance as per planned and agreed KPIs, and provide guidance and directions to department colleagues ensuring departmental objectives are met
- Provides legal expertise on projects, orders, instructions, regulations, standards and other legal acts prepared in the organization
- Oversees and supervise all litigation and casework of Ncell ensuring protection of the best interest of the company
- Participate in Management Committee Meetings and meetings of Board of Directors /Board Audit Committee and Board Remuneration Committee to understand internal customers' requirements at a broad level and plan strategies ensuring effective service delivery
- Ensures legal team takes regular updates on legal provisions of Nepal to make sure updated legal services are rendered to the whole organization.
- Ensures legalization and execution of contracts, agreements, as well as results of claims perusals, & provide suggestion to the management on revealed deficiencies
- Verifies compliance of draft orders, instructions, contracts, letters and other legal documents submitted by the administration are as per the requirements of current legislation
- Represent Ncell on legal related matters during meetings with relevant external bodies as per operational requirements of the business
- Represent Ncell by participating in various meetings, negotiations and workshops ensuring protection of best Interest of the company

Applying Procedure

We encourage experienced candidates having above mentioned competencies who can encourage and foster collaboration across functions, level and borders to apply and be a part of the Ncell winning Team sending an email with cover letter and resume to ncell@merojob.com

Note: merojob on behalf of Ncell will carefully assess your qualifications for the position you applied with regards to job requirements. In case of not meeting the job requirements entirely, you will be notified accordingly at any stage of recruitment process. Canvassing at any stage of the processes shall lead to disqualification of the candidate for this vacancy and any future recruitment process.

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