

Head - Legal Department/Company Secretary



- **Vacancy for:** 1
- **Posted on:** Feb. 12, 2018
- **Deadline:** Feb. 24, 2018, 11:55 p.m.

Job Summary:

Responsible for the effective and efficient management of the Legal Department. Handle all legal issues of the Company and provide with legal advice as and when required in order to safeguard the Company from legal complications and legal hazards. Responsible for the efficient administration of the Company, particularly with regards to ensuring compliance with statutory and regulatory requirements and for ensuring that decisions of the Board of Directors are implemented.

Requirements:

- LLM degree
- At least 3 years of related experience ideally in reputed organization
- In-depth knowledge of Nepal's laws and legal system of the country
- Excellent communication skill in both English and Nepali and ability to communicate effectively at all levels
- Demonstrate knowledge of, and experience with, laws dealing with the Government and/or commercial contract administration, particularly contract negotiation, preparation and administration
- Demonstrate success in managing and conducting a variety of litigation matters

Applying Procedure

Apply Link : <https://merojob.com/head-legal-departmentcompany-secretary/>

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