



## **JOB DESCRIPTION**

### **Job Summary:**

Counsel General is responsible for overseeing the legal activities of the company and providing legal advisory services to the Managing Director.

### **Job Duties:**

The Counsel General under the guidance of Head of Managing Director's Bureau, will carry out the following key tasks of BCC:

- Draft, review, revise, interpret and negotiate contracts and agreements on behalf of Business Center Corporation (BCC).
- Ensure that BCC maintains regulatory compliance with applicable laws, rules regulations, with BCC's policies and procedures and ensure that BCC follows the principles of good corporate governance.
- Provide timely and appropriate legal advice and services in accordance with laws, regulations, and authority.
- Identify and advise on all potential liability issues that may arise in/and during the business initiatives of BCC.
- Research and prepare legal memoranda on legal issues involving liability, compliance, and privacy.
- Attend and provide advice on matters appearing on the agenda of BoE meetings, board committees and bid committees.
- Represent BCC in any lawsuits or legal proceedings (and recovery of litigation cost, wherever applicable).
- Research corporate affiliations, establish ethical walls and provide sound legal advice on legal risks, financial liabilities, responsibilities, and ethical issues associated with different deals.
- Streamline contract management processes and templates, and conduct trainings on procedures or legal topics, as necessary.
- Monitor and communicate new developments in relevant laws, rules, regulations, and interpretations to the management.
- Conduct due diligence in procurement of goods and services, awarding of contracts, business partnerships and in staff recruitment.
- Any other legal related and internal organizational service delivery work assigned by BCC.
- Coordinate with third party legal firms representing BCC or working with BCC under contracts

### **Additional Responsibilities:**

- Perform other work-related duties assigned by the Business Center Corporation.