

BIHAR VIKAS MISSION

Job Description



1. General Information:	
Position Title:	Legal Expert
Reports to:	Additional Director - Program Monitoring
Department:	Bihar Vikas Mission
Job Code:	
2. Organization Chart	
<pre> graph TD MD[Mission Director] --> AD[Additional Director - Program Monitoring] AD --> PSE[Professional Support Service Experts Panel] AD --> NDA[Nodal Data Analytics Centre] </pre>	
3. Key Accountabilities	
Policies	
<ul style="list-style-type: none"> Facilitate development of legal policies and practices for the State departments by providing advice and suggestions Provide expert advice to State departments in driving and monitoring policies and processes related to all legal aspects 	
Legal	
<ul style="list-style-type: none"> Provide reliable and effective advice on all legal aspects, at request or at own initiative, to State departments, in order to enable the State departments to function effectively whilst being legally and statutorily sound 	
Litigation	
<ul style="list-style-type: none"> Provide expert advice to State departments in preventing and / or solving disputes via litigation, assessing the company's legal position and guiding in conducting negotiations in litigation matters Facilitate selection of and coordination with external counsel in managing court proceedings (including arbitrations, mediations and tribunals) 	
Compliance	
<ul style="list-style-type: none"> Recommend monitoring systems and mechanisms and assist State departments in monitoring adherence to regulatory and compliance requirements Create awareness of relevant rules and regulatory and statutory requirements and of corresponding legal implications by facilitating design and rollout of relevant policies and programs 	

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Contracting & Negotiation

- Provide expert advice to State departments on drafting of contracts and preparation of legal agreements with external parties (vendors, suppliers etc.) in line with the with established guidelines and procedures
- Assist State departments with RFP preparation, tendering process, and preparation of project proposals and other documents for due diligence, by providing inputs from a legal standpoint, in line with established guidelines and procedures
- Provide guidance to State departments in carrying out negotiations with external parties and personally lead / participate in major negotiations, ensuring favorable terms and conditions for the State departments
- Assist State departments with legal review of the proposals and reviewing the profile of the contractors and service providers and the applicable registrations

Intellectual Property

- Monitor and oversee trademark and other intellectual property related activity ensuring compliance to established regulations and guidelines and provide advice on resolving related issues, as required

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as directed

4. Qualifications and Experience

Minimum

- Bachelor's degree (full time) in Law
- Qualified to be registered as an advocate in any State Bar Council of India in terms of Advocate's Act, 1961
- Minimum 10 years of post-qualification experience in legal and litigation

Preferred

- Less than 65 years of age as on 1st January 2020
- Experience in providing advice on legal aspects and / or handling litigation matters in central / state government organizations / multilateral / bilateral development agencies (e.g. World bank, DFID, UNDP, ADB)
- Experience in a senior legal role in a private organization / multinational corporation
- Honors / Awards / courses in relevant area will be an added advantage

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5. Knowledge and Other Skills

- Strong negotiation, relationship management and communication skills necessary for interaction with the departments, the judiciary and negotiating parties
- Excellent knowledge of, and significant experience with, laws dealing with government and commercial contract administration, particularly contract negotiation, preparation and administration
- Excellent knowledge of latest and new laws and litigation matters
- Good understanding of laws and legal aspects across different sectors and industries
- Experience in successfully managing and conducting a variety of litigation matters

6. Competencies		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking			✓
ii.	People First			✓
iii.	Consultation and Consensus Building			✓
iv.	Initiative & Drive			✓
v.	Problem Solving			✓

Basic	Proficient	Expert
<i>Aware of principles and their application</i>	<i>Sufficiently competent to work alone</i>	<i>Competent to support and advise others</i>