

**Document A**

**JOB DESCRIPTION**

<b>Position Title:</b>	<b>Professional Officer I (Legal)</b>
<b>Reports to:</b>	Professional Officer II (Lead Contracts)
<b>Pay Grade:</b>	IRU 5 – Professional Officer I
<b>Department:</b>	Legal, Compliance & Enforcement

**Job Duties**

- Drafts contracts, new or renewal agreements, and any other legal documents related to INDIS’s work, including but not limited to lease and emphyteutic agreements and service level agreements.
- Reviews existing contracts and agreements related to INDIS’s work, including but not limited to lease and emphyteutic agreements and service level agreements.
- Participates in contract administration activities relating to contract negotiations and renewals.
- Raises with the Chief Officer and/or any other designated person, and discusses any issues related to tenants and recommend any action as necessary to avoid these escalating and being detrimental to INDIS.
- Ensures ongoing compliance with INDIS policy.
- Administers all aspects of all contracts entered into with INDIS tenants.
- Represents INDIS in court as necessary.
- Supports the Notarial & Legal Department, legal consultants and other INDIS Units on contractual matters relating to INDIS work.
- Assists in the drafting of policies and procedures relevant to the work of the Department.
- Keeps abreast of policies and changes in legislations and regulations.
- Ensures that INDIS’s policies and contracts are compliant with legislation.
- Meeting with tenants and other INDIS personnel as necessary and maintain a good working relationship to be able to respond to issues, provide advice and recommend any action necessary to the Chief Officer and/or any other designated person.
- Contributes towards the achievement of the objectives of INDIS.
- Prepares and presents reports and other documentation in a timely and accurate manner to Senior Management as requested.
- May be assigned the role of Project Leader and/or Project Coordinator on Local and EU Project from time to time as directed by INDIS.
- Performs any other duties related to the proper execution the role as necessary, or other relevant duties as may be assigned.

**Consultation**

- Consults with the respective Chief Officer and/or any other designated person in resolving issues and problems.
- Consults with the respective Chief Officer and/or any other designated person when dealing with issues that are of a sensitive nature and/or of strategic importance.

**Self-Development**

- Enhances department and organization reputation by accepting ownership for tasks, while seeking to add value to job accomplishments.

**Required Skills/Abilities**

- Good analytical skills.
- Good research skills.
- Being well-organized and paying attention to detail.
- Strong communication and negotiations skills.
- Strong written and verbal skills with attention to detail.