

# Saudi Arabia Jobs Expertini®

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Company: First Resort Global Recruitment

Location: Saudi Arabia

Category: other-general

Our client is a globally respected Mobile and Telecoms company with an excellent reputation. With strong expansion and development plans for 2011 it is an excellent time to join this company. We are currently looking for an experienced senior professional with strong Legal experience for the role of Vice President Legal Affairs. Based in Riyadh. Open to Saudi nationals only

**JOB OVERVIEW** To provide sound legal advice and expertise to the Company on matters related to laws and regulations and ensure that the organization is fully protected against any legal consequences or implications. To follow-up on lawsuits, litigation or claims involving the company and ensure the company's position is strongly represented. The primary responsibility of the position is to provide legal advice to the company in handling matters that affect its operations and employees. The position is also responsible for representing the company in court cases raised against it and protect its interests. The position holder is challenged to keep abreast of developments and changes in the legal system and its provisions and advise concerned personnel of such developments to ensure the company is always in compliance. Reporting to: Chief Business Support Services Officer

**Overseeing:** 2 members of Legal team

**KEY RESPONSIBILITIES**

- As a senior member of the Business Support Function team contributes to the formulation and implementation of the Business Support function strategy and plans as appropriate the function/business line needs and objectives
- Directs and manages the legal affairs function, providing leadership, encouraging teamwork and facilitating related professional work processes in order to achieve high performance standards
- Ensures outcomes from legal research and past cases are taken into account when relevant, in the formulation of new cases and legal advice

•Advises on the application of the appropriate law and legal provision in case of any dispute or legal notice •Interprets and explains provisions of applicable laws and regulations to Company staff so that they understand the implications thoroughly•Provides quality advice to the Company on laws and regulations ensuring all legal angles are studied before any major business decisions are made•Ensures the staffing of the best fit resources to work on legal cases at hand, based on previous expertise level and past delivery records•Ensures the Company's position is well-represented in court •Decides on outsourcing of legal matters that requires deeper expertise level than that available in house. •Manages the outsourcing of legal services (including selection, fees and payment terms) whenever needed •Recommends standardization in templates and formats of legal and law related documents / formats used internally within the Company (such as contracts and agreements) to ensure consistency and quality in presentation •Directs the establishment of department financial plans, budgets and budgetary controls for the operation of the Legal Affairs department activities in line with established objectives and overall strategy of the company•Develops and oversees the implementation of department policies, procedures and controls covering all areas of the Legal Affairs department activity so that all relevant procedural/legislative requirements are fulfilled while delivering a quality, cost-effective service to customers•Ensures the effective achievement of functional objectives by setting departmental and individual objectives, managing performance, developing and motivating staff, provision of formal and informal feedback and appraisal in order to maximize subordinate and departmental performance. •Performs other related duties and or assignments as may be directed by the higher level of supervision•Develops and maintains professional relations with all functions in company to ensure effective provision and exchange of relevant data and information •Develops and maintains professional relations with court judges and officials, labor office, ministry of trade and CITC as needed to exchange information

**ESSENTIAL REQUIREMENTS**•Degree in Law from a recognized Law school •At least 12 years experience in the legal field with specific experience in laws relevant to corporate working•4-5 years experience as a senior level legal expert•Good understanding of various aspects of legal affairs in the telecom industry•Good interpersonal skills and team leadership•Fluency in Arabic & English•Open to Saudi national applicants **ONLY****KEY SKILLS**•Organisation Commitment•Initiative•Communication•Leadership•Decision Making**BENEFITS**•Salary should be used as a guide only and will reflect experience levels and interview results•As a guide up to 40 – 45k SAR per month total salary packageTo apply in confidence please email your

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