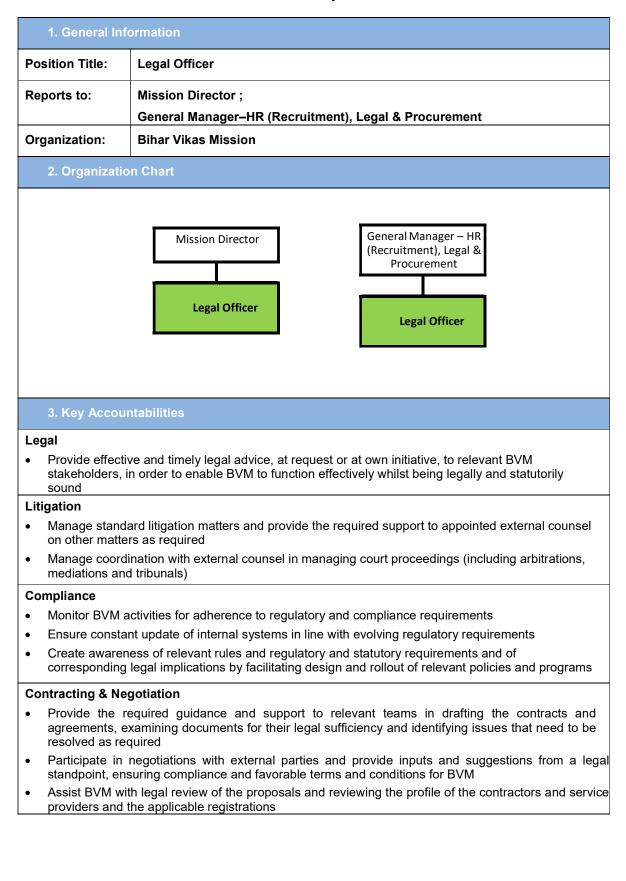
BIHAR VIKAS MISSION



Job Description



BIHAR VIKAS MISSION



Job Description

Vendor Management

- Manage selection and negotiation with external vendors (law firms, independent lawyers etc.) for provision of legal services to BVM, as assigned
- Maintain relationship, coordinate and monitor performance of external vendors to ensure effective delivery of services

Continuous Improvement

• Identify opportunities for continuous improvement of systems, processes and practices taking into account 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

Essential

- Degree of LL.B. from any of the National Law Universities of India
- Qualified to be registered as an advocate in any State Bar Council or Bar Council of India in terms of Advocate's Act, 1961
- Minimum 1 year of post-qualification experience in legal and / or litigation

Preferred

- Less than 40 years# of age as on 1st August 2021
- Experience of working with state / central government or any other organization under the aegis of State or Central Government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in legal and / or litigation role will be preferred
- Research publications in relevant area will be an added advantage

As per Category applicability:-

Age limit for SC / ST (Male/Female) domicile / resident of Bihar– 45 years Age limit for BC / EBC (Male/Female) domicile / resident of Bihar– 43 years Age limit for General (Female) domicile / resident of Bihar– 43 years

5. Knowledge and Other Skills

- Good negotiation and communication skills necessary for liaising with the department, the judiciary
 and negotiating parties
- Good knowledge of, and experience with, laws dealing with government and commercial contract administration, especially contract negotiation, preparation and administration
- Ability to provide independent advice (orally and in writing) on all legal aspects.
- Good understanding of litigation process and techniques and experience with managing and conducting litigation matters

BIHAR VIKAS MISSION



Job Description

| 6. Competencies | | Basic | Proficient | Expert |
|-----------------|-------------------------------------|-------|--------------|--------|
| i. | Strategic/Innovative Thinking | | \checkmark | |
| ii. | People First | | \checkmark | |
| iii. | Consultation and Consensus Building | | \checkmark | |
| iv. | Initiative & Drive | | \checkmark | |
| ν. | Problem Solving | | \checkmark | |

| Basic | Proficient | Expert |
|---|--------------------------------------|--|
| Aware of principles and their application | Sufficiently competent to work alone | Competent to support and advise others |