

BIHAR VIKAS MISSION

Job Description



1. General Information	
Position Title:	Legal Officer
Reports to:	Mission Director ; General Manager–HR (Recruitment), Legal & Procurement
Organization:	Bihar Vikas Mission
2. Organization Chart	
<pre> graph TD MD[Mission Director] --- LO1[Legal Officer] GM[General Manager – HR (Recruitment), Legal & Procurement] --- LO2[Legal Officer] </pre>	
3. Key Accountabilities	
Legal	
<ul style="list-style-type: none"> • Provide effective and timely legal advice, at request or at own initiative, to relevant BVM stakeholders, in order to enable BVM to function effectively whilst being legally and statutorily sound 	
Litigation	
<ul style="list-style-type: none"> • Manage standard litigation matters and provide the required support to appointed external counsel on other matters as required • Manage coordination with external counsel in managing court proceedings (including arbitrations, mediations and tribunals) 	
Compliance	
<ul style="list-style-type: none"> • Monitor BVM activities for adherence to regulatory and compliance requirements • Ensure constant update of internal systems in line with evolving regulatory 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 	
Contracting & Negotiation	
<ul style="list-style-type: none"> • Provide the required guidance and support to relevant teams in drafting the contracts and agreements, examining documents for their legal sufficiency and identifying issues that need to be resolved as required • Participate in negotiations with external parties and provide inputs and suggestions from a legal standpoint, ensuring compliance and favorable terms and conditions for BVM • Assist BVM with legal review of the proposals and reviewing the profile of the contractors and service providers and the applicable registrations 	

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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

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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>