

## We're looking for:

<b>Position Title</b>	Legal Advisor
<b>Department</b>	Management
<b>Job Code</b>	HR/26-2020

### Job Description

To provide the senior management, academic and support functions in Sorbonne University, Abu Dhabi (SUAD) with Legal advice, interpretation and counsel in all areas to prevent Legal claims and facilitate compliance with regional and international laws and regulations. The responsibilities of the Legal Advisor include:

- Draft and standardize all required Legal documents in a timely manner to ensure SUAD's Legal rights are preserved.
- Undertake Legal translations for Arabic and English text when required by authorities.
- Provide all academic, administrative and support divisions/departments with informed Legal advice on all Legal matter impacting SUAD's best interests to ensure all decisions are compliant with local and international laws, including but not limited to: external contractors; insurance companies; governance and charitable issues; policies; issues relating to students and grievances; and property work.
- Proactively identify and establish methods to reduce potential risk or liability to the University
- Give Legal counsel on issues arising from actual or anticipated lawsuits.
- Conduct Legal research on external Legal matters of significance to SUAD's best interests in order to maximize knowledge in Legalities pertaining to relevant matters and offer informed Legal advice.
- Participate in the definition and development of University policies, procedures and regulations to ensure compliance with applicable regional and global laws.
- Represent SUAD in administrative proceedings and litigation, including the negotiation and settlement of all litigation and claims by or against the University, including but not limited to: student complaints and grievances; non-academic contracts; supervision of data protection and freedom of information responses.
- Liaise and negotiate with external law firms and counterparties on all Legal issues and inquiries and consequently coordinate the execution of necessary documentation to protect the interests of SUAD.
- Remain abreast with latest local, regional, and global law-related updates in order to provide SUAD with informed and updated perspectives when required and to implement changes and improvements in SUAD regulations and any related issues.
- Periodically review and amend when needed SUAD Legal documentation, forms, contracts and signatory/delegation matrixes, code of conduct, suicidal protocol.. etc to ensure compliance with Legal requirements and maximum protection for SUAD assets at all times.
- Ensure all relevant experience and knowledge on Legal initiatives and statutory compliance is transferred to all relevant parties within the University including the Board of Trustees, in order to build a highly professional and knowledgeable workforce for SUAD.

## We're looking for:

- To Review the MOU's with other entities, both at the local and international level
- To seek updates on all the new and revised regulations, circulars, decrees and decisions issued by UAE government entities that may impact SUAD and to take the necessary action in terms of legal compliance.
- To participate in committees when required.

### Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

#### Minimum Qualifications:

Bachelor's degree in Law

Master's degree in Law or equivalent is preferred

#### Minimum Experience:

8 years Legal experience

Extensive practice in the field of legal profession

#### Job-Specific Skills:

Knowledge of International and UAE labor laws

Knowledge of Civil Service Law in UAE

Knowledge of laws applied in government entities in Abu Dhabi

Knowledge of the Higher Education sector and related policies and on legislations relevant to academic issues – such as copy rights, plagiarism, etc.

Communication and negotiation skills

Ethics, integrity and taking moral decisions

Strong judgement skills

Languages: English and Arabic

### Conditions

NA

### Grade

1 C

### Package Details

TBC

### How to apply

<http://www.sorbonne.ae/vacancies/>

### Application to be sent by

28 Sept 2020