

JOB DESCRIPTION

1. JOB DETAILS:

| | |
|-------------------------------|-------------------------------------|
| Position Title: | Legal Officer |
| Reports to: | Head of Legal, Data, and Compliance |
| Department: | Legal, Data, and Compliance |
| Location: | Sorbonne University Abu Dhabi, UAE |
| Grade: | G5 |
| Prepared / Revised on: | June, 2025 |

2. JOB PURPOSE / ROLE:

Sorbonne University Abu Dhabi is pleased to announce the availability of a fully funded opportunity for a Legal Officer position.

We are seeking a motivated and detail-oriented Legal Officer to join our Legal Department at Sorbonne University Abu Dhabi. The ideal candidate will be an early-career professional with a strong academic record and a keen interest in legal practice and research. This position provides a unique opportunity to contribute to the legal operations of a prestigious academic institution.

3. JOB DIMENSIONS

| | | |
|------------------------------------|------------------------|---|
| Number of Staff Supervised: | Direct Reports: | 0 |
| | Total: | 0 |

4. KEY ACCOUNTABILITIES:

| Key Priority | Key Activities |
|----------------------------------|---|
| Legal Research | Conduct thorough legal research using legal databases and other resources. Analyse statutes, regulations, and case law to support legal opinions and institutional decisions. |
| Document Preparation | Draft and revise legal documents, including contracts, memos, letters, and internal policies. Ensure all documents meet legal and institutional standards. |
| Case and File Management: | Maintain and update legal files and documentation. Track and monitor legal deadlines and proceedings. |
| Administrative Support | Assist with meeting scheduling, report preparation, and general correspondence. Provide logistical and organizational support to the legal team. |

JOB DESCRIPTION

| | |
|---|---|
| Reports | Prepare departmental reports for own area of work as required in a timely and accurate manner to meet SUAD and department requirements, policies and standards |
| Related Assignments | Perform other related duties or assignments as directed by the Line Manager |
| Application Procedure & Selection: | <p>To apply, candidates must submit the following documents:</p> <ol style="list-style-type: none"> 1. A detailed curriculum vitae (CV) 2. A cover letter outlining your academic background and explaining your interest in this position 3. Copies of academic transcripts and other relevant certificates <p>Application Deadline: 05th July 2025 <i>Applications must be submitted through the official Sorbonne University Abu Dhabi website.</i> Late or incomplete applications will not be considered. Shortlisted candidates will be contacted for interviews, which may be conducted in person or virtually.</p> |

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

Bachelor's degree in Law (Master's degree preferred).
Demonstrated academic excellence and research skills.

Minimum Experience:

At least 5 years of professional experience in a legal setting, preferably within a higher education institution or public sector environment.

Skills

- Strong interest in higher education law, public sector law, and institutional governance.
- Familiarity with corporate, labor, and education laws (preferred).
- Excellent verbal and written communication skills in English.
- Proficiency in Arabic or French is an asset.
- Strong analytical, organizational, and problem-solving abilities.
- Ability to manage multiple tasks and deadlines, working independently and collaboratively.
- Proficiency in Microsoft Office Suite and legal research platforms such as Westlaw Gulf and LexisNexis.

Line Manager Name & Signature:

.....

Employee Name & Signature:

.....