

## Legal Officer

Location: [Asia & Pacific] [Sri Lanka]

Town/City: Colombo - 09

Category: Legal

Job Type: Fixed term, Full-time

World Vision is a Christian, relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice.

We work through our main sectors – education, health and nutrition, water and sanitation, economic development and child protection – serving all people, regardless of religion, race, ethnicity or gender. Our work is always child-focused, participatory and community driven.

World Vision and has been in Sri Lanka since 1977 and currently serves in 30 locations in 13 Districts across the country through development programmes. In 2020 we directly impacted the lives of nearly 100,000 most vulnerable children and their families.

We are currently looking for dynamic & creative individuals to join us in our journey of caring.

### Legal Officer

**Location – National Office, Colombo**

### Job Profile

To be the main source of legal support for the Senior Legal Officer which includes contract management, litigation, internal compliance, mitigating risk and exposure and maintaining relationships with both internal and external stakeholders.

## **Major Responsibilities**

- Providing legal advice and support to departments on statutory compliance, legal procedures, documents and mitigation of risks.
- Drafting, vetting and approving legal communiqués, contracts, MOUs and other agreements.
- Ensuring all contracts and agreements are in compliance with World Vision Lanka (WVL) policies and domestic regulations.
- Coordinating with departments to ensure all signed contracts are entered into the database.
- Advising on mitigation of employee grievance issues and formal domestic inquiries.
- Coordinating with external counsel in relation to perusing legal proceedings on behalf of the organization, including arrangement of logistical support.
- Represent the organization at inquiries conducted by government authorities, mediation boards and arbitration.
- Providing research material and legal research support required by the organization.

## **Required qualifications, experience & competencies**

- Minimum 3 to 5 years of experience in a similar capacity.
- An Attorney-at-Law.
- Degree in Bachelor of Laws from a recognised university.

- A Notary Public and a Commissioner for Oaths.
- Excellent analytical skills.
- Proficient in English, Sinhala & /or Tamil.
- The position requires the ability and willingness to travel domestically to various Courts around Sri Lanka and to WVL offices as and when necessary.

World Vision Lanka offers a competitive remuneration package based on individual competence and skills. If you meet the required criteria and wish to apply for this or any of the available vacancies, select the position you wish to apply for & submit your **on-line application** with your CV and details of three non-related referees on or before the given closing date.

***Only short listed candidates will be notified.***