



SCOPE/HR/Rectt./2020/2

Dated: 26.02.2020

Standing Conference of Public Enterprises (SCOPE), an apex Professional Organisation set up representing Public Sector Enterprises is looking for experienced professionals in legal and corporate communication disciplines.

Role	Criteria/Educational Qualification
1. Legal Professionals a) Legal Professional	LLB / LLM 3+ years experience of a legal role.
b) Senior Legal Professional	LLB / LLM 15+ years experience of legal expert role preferably in Corporate Sector.
2. Corporate Communication Professionals	PG in mass communication (Full Time) or Equivalent/MBA or Equivalent (Full Time)

The detailed JD for above positions is appended. Candidates meeting the criteria as per JDs for the above positions may please send their applications at [hr.recruitment.scope@gmail.com](mailto:hr.recruitment.scope@gmail.com) / [hrrservices.scope@gmail.com](mailto:hrrservices.scope@gmail.com). The hard copy of application with necessary credentials should reach to HR Department (Ms. Kavita Sharma), Standing Conference of Public Enterprises (SCOPE), Core-8, First Floor, Scope Complex, 7 Lodhi Road, New Delhi-110003 **positively by 11<sup>th</sup> March 2020.**

**Note: Applications not supported with documents or reaching after the due date will not be entertained.**

## **POST 1a: Sr. Legal Professional**

The position will be **on contract for a period of One Year** and based on performance extendable further.

**Qualification:** LLB/LLM.

**Experience:** - Candidates should have 15+ years post qualification experience of working in the Legal Department in a reasonably large organization. Person having worked in Legal Department of Govt. /PSU or similar organization will be preferred.

Person having handled Arbitration matters, Contract Labour, PF, ESIC issues along with exposures of dealing with Civil matters and of Labour and Civil Courts would be given preference.

### **Job Description:**

- Can support Arbitration and Reconciliation Advisory work of SCOPE, provide legal support and suggest on dispute management and resolution.
- Should be capable to negotiate, structure, draft and review business contracts, agreements, letter of intents and list down obligations, guide on consequences of breach of any provision protecting the interest of SCOPE.
- Should maintain knowledge of relevant industries, contribute to the objectives of business of SCOPE from legal standpoint, assist external legal partners where necessary potential legal risks and address the issues of impacting legal risk.
- Should have good knowledge of legal/compliances, documentation with excellent communication skills.
- Should have good communication skills and ability to liaison with key stakeholders, Legal Counsels, Banks, PSUs, Govt. Bodies etc on legal issues and related matters.
- Expected to support implementation of key legal processes that relate to legal drafting, negotiations, and commercial settlement agreements.
- The Legal Professional provides senior leadership across the PSEs with strategic and operational guidance, aiding them in the management of litigation issues such as contract disputes and product liability. Ensure increased use of this forum by PSEs.
- Empanelment of Arbitrators/conciliators.
- Administering, overseeing and conducting arbitration and conciliation proceedings.
- Conduct to Executive Development Programmes and workshops on various aspects of Alternate Dispute Resolution process (ADR) and Arbitration & Conciliation.
- Respond to court notice after arbitration award.
- The role of the Legal Professional is also a collaborative one and in that capacity he works with departmental leadership and key stakeholders across

the PSEs in overseeing and ensuring legal compliance across the PSEs, maintaining the business's integrity both internally and externally (reputational risk).

- The Legal Professional will also work with departmental leadership across the PSEs in identifying and managing potential legal risk.
- Legal Professional is also charged with reviewing and providing advice to the PSEs upon request on matters concerning applicable contracts required for operation of the business.
- Provide ongoing advice on applicable laws and regulations governing the commercial activities.
- Expedite settlement of disputes and reduce avoidable expenditure by PSEs on litigations with the Courts/Tribunals relating to commercial transactions between the PSEs and private sector/cooperatives/Government Departments.
- Should work independently on MS Office with expert proficiency in MS Word, Excel and Presentation.

### **POST 1b: Legal Professional**

The position(s) will be on contract for a period of One Year and based on performance extendable further. Based on performance and meeting the norms, the position can also subsequently be considered on regular basis in SCOPE.

**Qualification:** LLB/LLM.

**Experience:** - Candidates should have 3+ years post qualification experience of working in the Legal Department in a reasonably large organization. Person having worked in Legal Department of Govt. /PSU or similar organization will be preferred.

Persons with good in English or English as subject in Graduation will be added advantage. Person having handled Arbitration matters, Contract labour , PF, ESIC issues along with exposure of dealing with Civil matters and of Labour and Civil Courts would be given preference.

### **Job Description:**

- Should be capable to negotiate, structure, draft and review business contacts, agreements, letter of intents and list down obligations, guide on consequences of breach of any provision protecting the interest of SCOPE.
- Can provide legal support and suggest on dispute management and resolution.
- Should maintain knowledge of relevant industries and contribute to the objectives of business of SCOPE from legal standpoint.
- Can assist external legal partners where necessary potential legal risks and address the issues of impacting legal risk.
- Can support Arbitration and Reconciliation Advisory work of SCOPE.
- Experience in understanding compliances and litigation relating to the company.
- Should have good knowledge of legal / compliances with excellent communication skills.
- Should have good communication skills and ability to liaison with key stakeholders, Legal Counsels, Banks, PSUs, Govt. Bodies etc on legal issues and related matters.

- Should work independently on MS Office with expert proficiency in MS Word, Excel and Presentation.

## **POST 2: Corporate Communication Professionals**

The position(s) will be on contract for a period of One Year and based on performance extendable further. Subject to meeting the norms and requirements, the position can also subsequently be considered on regular basis in SCOPE.

**Qualification:** Post Graduate in Mass Communication or equivalent (Full Time) / MBA or equivalent (Full Time )

**Experience:** - Candidates should have 3+ years post qualification experience of working in the Corporate Communication/Marketing/Consulting in a reasonably large organization. Person having worked in Corporate Communication Department of Govt. /PSU or similar organization will be preferred. Experience in Training, organizing Programs will be an added advantage.

Persons with good in English or English as subject in Graduation will be added advantage. Person having handled Media, Communication, and Content Development would be given preference.

### **Job Description:**

- Responsible for media, including preparing articles, press kits, press releases and other content initiatives, thereby cultivating and managing relationships with media representatives.
- Should be capable to managing crisis communication, media coaching.
- Develop a proactive media strategy to enable Media coverage to promote SCOPE's profile and market presence, continuing to strengthen the brand. Events/publication of articles/interview in newspapers/electronic media.
- Manage day to day media relations/media requests for brand and corporate issues.
- Develop and present media specific documents such as RFPs, media plans, objectives and strategies decks and other related functions.
- Liaise with compliance and legal to ensure all press releases, announcements and media initiatives are within the legal and regulatory parameters.
- Develop content and publish monthly magazine KALEIDOSCOPE and SCOPE E-connect(monthly digital magazine)
- Preparation of Draft Agenda for EBM/AGM
- Supporting in image building initiatives through write-ups, article, policy papers, presentation, talking points for various functions, messages etc.
- Support in design and or content for all publications: Annual Diaries, Calendars, Publicity Material, Annual Reports, Souvenirs, Books etc.
- Responsible for creating the script and content, along with timely delivery of videos.
- Develop written materials including press releases, Q&A, media standby statements on brand and corporate issues as required
- Should have good communication skills and ability to liaison with key stakeholders, Legal Counsels, Banks, PSUs, Govt. Bodies etc. on legal issues and related matters.
- Should work independently on MS Office with expert proficiency in MS Word, Excel and Presentation.

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**Remuneration for all positions:** Initially on a consolidated remuneration as per norms for the post.

**How to send CV and other details:** CVs of interested candidates may please be sent with their details clearly mentioning their a) Name, b) Date of Birth, c) Address for Communication & Contact Details, d) Qualification, e) Experience (from current to last), f) Training undertaken, g) current Salary Drawn, h) Name of Two Referee with professional acquaintance (with contact number) i) Copy of credentials of experience and qualification : **HR Department (Ms. Kavita Sharma)** Standing Conference of Public Enterprises, Core--8, 7 - Lodhi Road, New Delhi - 110003. Soft copy of application may also be sent at [hr.recruitment.scope@gmail.com](mailto:hr.recruitment.scope@gmail.com) / [hrservices.scope@gmail.com](mailto:hrservices.scope@gmail.com) **by 11<sup>th</sup> March, 2020.**

Hard copy of application must be sent by post along with documents besides soft copy by mail.

**Note: Applications not supported with documents or reaching after the due date will not be entertained.**