

## Post: Sr. Manager/ Manager – Legal

<b>Nature of Job</b>	3 years Fixed Term Employment. Can be considered for extension or regular employment subject to performance evaluation.
<b>Employment Terms &amp; Remuneration</b>	Sr. Manager: Scale (Rs.): 67,700-2,08,700* Manager: Scale (Rs.): 56,100-1,77,500* All other benefits would be as per SCOPE Policy and Rules. *(CDA Pattern)
<b>Position</b>	The position offered can be at grades higher or lower on the basis of qualification, experience and suitability of the candidate.

<b>Qualification</b>	LLM/LLB (Full Time from a reputed and recognised Institute).
<b>Experience</b>	10+ years for Sr. Manager & 8+ years for Manager in legal expert role.

## Job Context

The incumbent would co-ordinate the activities and smooth functioning of arbitration cell under the guidance of Chairman and Secretary, SCOPE Forum of Conciliation and Arbitration (SFCA) and facilitate expeditious disposal of arbitration & conciliation cases. S/He would be responsible to support and guide the SCOPE Senior Management in all matters/cases pertaining to civil, commercial, labour laws. Keep the team abreast of all important developments in Law, Court Cases, Government Policies and provide pro-active in-depth legal business-focussed advice to the PSEs.

## Job Description:

- To co-ordinate activities and smooth functioning of arbitration cell under the guidance of Chairman and Secretary, SCOPE Forum of Conciliation and Arbitration (SFCA) and facilitate expeditious disposal of arbitration & conciliation cases.
- Supporting in the implementation of the key legal processes related to legal drafting, negotiations and commercial settlement agreements.
- Provide professional guidance to senior leadership across PSEs on strategic, operational matters, management of litigation issues, dispute resolutions and regularly updating on legal and statutory developments.
- Negotiate structure, draft and review business contracts, agreements, Letter of Intents and list down obligations and guide on consequences of breach of any provisions, thereby protecting the organization from any legal ramifications.
- Assist & co-ordinate with legal partners on on-going court cases, ensuring briefing and issue of guidance from SCOPE in time bound manner.
- Developing a robust process for settlement of disputes and reduce avoidable expenditure by PSEs on litigations in court/tribunals relating to commercial transactions between PSEs & Government Departments, Private Sector, Co-operatives and other statutory bodies.
- Timely attend & respond to all court/tribunal/statutory body notices in cases of arbitration, labour matters and related subject.
- Administering, overseeing and conducting arbitration and conciliation proceedings.
- Empanelment of Arbitrators/Conciliators.
- Conduct Executive Development Programmes and workshops on various aspects of Alternate Dispute Resolution Process (ADR) and Arbitration & Conciliation.

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