

POSITION DESCRIPTION

Special Economic Zone Authority

AM100045 - Legal Advisory Manager

Special Economic Zone Authority (SEZA) is a Statutory Authority established through the Special Economic Zone Authority Act 2019. SEZA is the sole National Developer and Regulator for Special Economic Zones in Papua New Guinea. The Authority is mandated to be the facilitator for the creation, development, operation, maintenance, regulation and promotion of Special Economic Zones.

Applications are invited from qualified and experienced professionals for this position based in Port Moresby.

LEGAL ADVISORY MANAGER – GR. 12

The Legal Advisory Manager is responsible for overseeing the legal advisory branch ensuring compliance with relevant legal and regulatory frameworks governing Special Economic Zones (SEZs).

Key Responsibilities:

- Provide legal advice on SEZ-related regulatory requirements, land use laws, environmental compliance, tax incentives, and investment treaties
- Ensure SEZA is compliant with relevant laws governing SEZ operations and investment Agreements
- Draft and review legal documents, including contracts, agreements, and memorandums of understanding (MOUs) involving SEZA
- Conduct thorough legal risk assessments across SEZA's projects and operations
- Develop and implement strategies to manage legal risks associated with land acquisitions, tenant agreements, investor relations, and labor laws
- Advise senior management on potential legal risks and develop solutions to minimize exposure
- Oversee all legal disputes involving SEZA, including property disputes, investor conflicts, or regulatory issues
- Coordinate with external counsel when necessary and manage the organization's litigation strategy
- Ensure all litigation is conducted in a cost-effective and timely manner to protect SEZA's Interests
- Negotiate contracts with investors, developers, suppliers, and tenants operating within SEZs
- Manage contract lifecycles, ensuring that SEZA's rights and interests are protected in every agreement
- Regularly review and update contract templates and standards in line with regulatory Changes
- Ensure compliance with SEZA's governance frameworks, board regulations, and statutory Requirements
- Draft, implement, and review internal policies to align with legal and regulatory Requirements
- Prepare reports for board meetings and ensure all statutory filings and regulatory submissions are completed accurately
- Maintain ongoing communication with regulatory agencies and government bodies to ensure that SEZA's policies and operations are compliant with national SEZ laws
- Advise SEZA leadership on changes in the regulatory environment that may impact SEZ
- Other duties as directed by the Executive Manager.

Expected Competencies:

- Bachelor's degree in Law is required. Master's degree in Law or equivalent is preferred
- Professional certification or membership in a recognized legal body
- Minimum of 7-10 years of relevant experience in legal advisory roles, ideally in corporate, 3 regulatory, or SEZ environments
- Experience in handling land acquisitions, environmental regulations, and compliance issues, specifically within SEZs or related industries (e.g., real estate, logistics)
- Experience in managing legal teams and handling high-stakes contract negotiations
- Knowledge of SEZ-specific laws, regulatory frameworks, tax incentives, and investment treaties
- Strong contract negotiation and drafting skills, particularly in SEZ or investment contexts
- Proficient in legal research, case law analysis, and risk assessment methodologies
- Familiarity with dispute resolution mechanisms, including mediation, arbitration, and litigation.

This position is open to PNG Citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV and details of three (3) referees with current contact details.

For more information email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday, 1st November 2024

Only shortlisted candidates will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview.