

POSITION DESCRIPTION

St John Ambulance Service Papua New Guinea

AM7089 - Senior Legal Counsel

The Papua New Guinea St John Ambulance, a national statutory charity, is seeking an exceptional candidate who will inspire a high-performance culture within the organisation, to apply for this leadership role:

Senior Legal Counsel

Reporting to the Executive Officer, Office of the Chief Executive, the successful candidate will play a strategic role by providing legal advice and guidance to the CEO and the executive of the organisation, ensuring compliance with relevant laws and regulations while supporting the organization's operations and growth.

The Senior Legal Counsel will also oversee the development and implementation of legal strategies to support the St John Ambulance Papua New Guinea's growth and profitability (profit for purpose). This position is based in Port Moresby.

Key Responsibilities:

- Provide legal advice and support on a range of matters, including commercial law, employment issues, corporate governance, litigation, and regulatory compliance including collaboration with external counsel
- Draft and review contracts, agreements, and other legal documents to ensure compliance with applicable laws and regulations
- Ensure effective and efficient contract management processes are implemented, including tracking of contract terms and renewals
- Assess and manage legal risks associated with the organization's operations and provide advice to the executive team and Board of Directors
- Ensure compliance with applicable laws and regulations by developing and implementing policies and procedures relevant to the organization's operations
- Keep abreast of legal changes, industry best practices, and case developments in order to provide the necessary legal support to the organization.

Skills & Qualifications:

- Bachelor's degree in Law, with a preference for a master's degree
- Have 6+ years of legal experience with an emphasis in corporate or commercial law. 5+ years' experience in a private law firm that handles commercial law is desirable
- Admission to a bar or equivalent legal professional body is necessary
- Must have expert knowledge of Papua New Guinea's legal and regulatory framework
- Proven leadership and management experience in legal matters
- Ability to analyse complex legal issues, provide clear and concise advice, and develop effective solutions
- Ability to communicate effectively with a diverse range of stakeholders and manage expectations appropriately
- Must have exceptional attention to detail and organizational skills.

APPLY NOW

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

Follow the instructions to complete the online application form and attach the following: An updated CV, including contact details of three (3) referees.

Email recruitment@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close Friday, 21st July 2023

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to recruitment@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