Sheikh Saud Bin Saqr Al Qasimi Foundation for Policy Research

**About Us**

The Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research was established in 2009 to aid in the social, cultural, and economic development of Ras Al Khaimah, a northern emirate in the United Arab Emirates (UAE). Established through Emiri decree by His Highness Sheikh Saud bin Saqr Al Qasimi, UAE Supreme Council Member and Ruler of Ras Al Khaimah, the Foundation is considered a non-profit, quasi-governmental organization

As a valued part of our team, you will work alongside talented people from a large variety of personal and professional backgrounds. We are strong believers in investing in our people and strive to help each person achieve their best through development of skill sets and training.

**About the Role**

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| **Associate Legal Counsel** | |
| Hours of Work | Monday – Thursday: 8.25am – 5pm  Friday: 8.25 am – 4pm  Flexibility is required as occasional late evenings and weekend work may be necessary to fulfil the Foundation's requirements. |
| Location | RAK Gas Building, Ras Al Khaimah |
| Contract Type | Full time, permanent (2-year renewable contract) |
| Reporting to | Executive Director |
| Sponsorship | 2-year renewable sponsorship |
| Minimum Requirement | Law degree from a reputable university and at least 3 years’ experience in common/civil law jurisdiction. |

As this is a brand-new role for the Foundation it is a wonderful opportunity to assist with building up the in-house legal department at the Foundation.

The Associate Legal Counsel will oversee all legal aspects of governance and compliance, grant and scholarship contracts, employment contracts, service agreements and vendor contracts within the Foundation.

Reporting to the Executive Director and working alongside the senior management team the associate legal counsel will serve as an advisor to the Foundations executives and senior management team, it is essential that you have previous UAE and Middle East legal experience, either in-house or within a law firm.

International experience is crucial for this role as the Foundation has strong working relationships with various countries such as UK, USA, China and others.

Managing relationships with external legal counsels, remaining competent and updated on relevant market trends and regulatory changes within Ras Al Khaimah and other additional jurisdictions, will all fall under the responsibilities of this new position.

This position is key to the success of the ever-growing Foundation and as such you will be heavily relied upon to provide information, training, and easily digestible explanations to non-legal executives in the team at all levels.

You will be an excellent communicator and able to collaborate across all levels of seniority with ease to share your legal expertise.

Fostering an environment of continuous improvement, identifying and mitigating risks through the development of internal legal policies and procedures, you will also manage relationships with external legal advisors to ensure they are both cost effective and providing high quality and complaint work

**Key Responsibilities**

**General Legal Support**

* Preparing, drafting, negotiating and reviewing of all Foundation contracts which include but are not limited to employment, vendors, grants, scholarships and service agreements.
* Providing legal and practical advice to various issues within the Foundation.
* Ensuring the Foundation complies with all relevant laws and regulations and advising on internal policies and procedures.
* Providing training to the Foundation management team on legal and compliance matters
* Participation in relevant committees.
* Developing and maintaining legal framework and standards to ensure effective legal support on governance and compliance
* Taking responsibility for legal budget.
* Ensuring quality management of contract templates for projects and service contracts and other agreements with external parties.
* Managing and maintaining relationships with members of the legal departments in other entities locally, regionally and internationally.
* Pro-actively creating and maintain awareness among employees regarding compliance with relevant laws and regulations.

**Scholarships and Grants**

* Work closely with the grants and scholarship departments in drafting and executing grant/scholarship agreements, including tailoring agreements specifically to meet the needs of the Foundation.
* Ensure compliance with legal issues related to grant and scholarships making in support of Foundation goals.

**Employment**

* Reviewing and amending all employment contracts at all levels
* Provide legal advice and support to the HR department on employment matters.

Ensuring UAE employment & labour law requirements are being in employment contracts

**Service Agreements & Vendors**

* Draft, Review and negotiate contracts and other agreements with Foundation vendors and service providers while ensuring compliance with the Foundation’s standards and policies.
* Oversee the development and implementation of contract management processes with vendors and service providers.

**Skills/Experience/Knowledge:**

* LLB or JD qualified lawyer with minimum 3 years’ experience in civil/common law jurisdiction.
* Experience in dealing with large international organizations such as universities and non-profit organizations is essential.
* Experience in contract review and issuance is essential ideally in the following fields: partnerships, grants, scholarships, employment, service agreements and vendor contracts.
* Strong legal experience and solid knowledge in UAE issues, including nonprofit organizations, employment law, litigation and regulatory frameworks.
* Confidence to independently respond to legal queries and represent the Foundation in Public offices as required.
* Strong Communication (verbal & written) and Interpersonal and negotiation skills
* Fluency in MS Office (Excel, Word, Outlook, PowerPoint) and general internet navigation and research skills
* Experience in conducting research & provide advice on recently enacted laws & regulations and sub-regulatory guidance, insurance supervisory, health insurance laws, outsourcing and data protection rules in the relevant jurisdictions, as well as determining business impacts and working with the business to devise and implement solutions.

**Personal Attributes**

* Hardworking, proactive, solution-oriented, and innovative.
* Willingness to attend or work at, where necessary, commitments outside of “normal” working hours.
* Energetic and enthusiastic
* Strong ability to display empathy, patience and the ability to cultivate strong relationships with various teams.
* Ability to deliver high-quality work under tight deadlines.
* Ability to adapt to change, meet the changing demands of the work environment and manage delays or other unexpected demands.
* Ability to work on own initiative or as part of departmental and cross-departmental teams

**How to Apply**

We appreciate your interest in working with us. We are committed to recruiting great people who want to make a difference. To find out more about the role and submit your application, please visit our website: <https://www.alqasimifoundation.com/career>

We look forward to hearing from you.