



# MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,

Shillong, East Khasi Hills, Meghalaya- 793003

(CIN No. U75144ML2012NPL008509)

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**File No.MBMA-03/2015/684**

**Dated Shillong, the 05<sup>th</sup> May, 2022**

## **Position: Legal Consultant/Legal Adviser**

### **Background:**

The legal consultant's main objective is to provide assistance in all the legal matters and advise in legal documentation, negotiations, contracts, etc. This professional is responsible for defending the rights and the legitimate interests of the MBDA/MBMA. The responsibility is drafting and reviewing the legal filings and drafting technically correct opinions. Maintaining clients/stakeholders relationships and conducts new research work as well. The legal consultant may work in different areas and the duties of this professional will differ accordingly and as per the needs of the organization.

### **Required Qualification/Experience and Skills**

- A Graduate in law degree preferably Post Graduate in law from a recognized university
- Must be admitted to a recognized bar
- Must have 10+ years of experience gained in large law firm and/or in-house with major firm
- Strong interpersonal and presentation skills, along with the ability to communicate effectively with others at all levels of the organization
- Strong negotiating skills with both legal and financial/commercial issues
- Ability to establish and maintain strong relationships within the organization's legal department and across all businesses
- Ability to work independently with little or no supervision
- Excellent knowledge and understanding of corporate law and procedures
- Demonstrated ability to create legal defensive or proactive strategies
- High degree of professional ethics and integrity
- Sound judgement and ability to analyse situations and information

### **Job Responsibilities:**

- Negotiating, drafting and reviewing agreements and contract and executing agreements and contracts on behalf of the company producing technically accurate quality standard work, drafting technically correct opinions and reviewing the reports.
- Advising executives on any legal issues of MBDA/MBMA and working closely with other units/department of MBDA/MBMA
- Legal vetting and advising on contract agreement/status, legal risks, and any other legal liabilities associated with different deals
- Researching and anticipating unique legal issues that could impact MBDA/MBMA
- Providing training to the company on legal topics
- To interpret and apply the theoretical legal knowledge so that it applies to practical business solutions.
- To prioritize work so that the deadlines can be met and responsible for gathering the relevant information from various resources by using some effective researching tools
- To assist in the preparation and research of proposals and tries to identify problems

- To provide professional suggestions as well as creative ideas, thoughts, etc., in various discussions and builds credibility with other stakeholders and colleagues by communicating with them in an effective manner.
- To provides assistance in providing legal solutions to the problems that may have cropped up and ensures that it is in compliance with the current laws.
- To prepares the legal cases and ensures that they are being submitted to the relevant authorities.
- Responsible for maintaining all the legal records and reviews the work done by the subordinate staff members as well.
- To involved in the management of resolution of disputes and participates, recommends as well as drafts new codes that are relevant to the law.
- Any other related tasks as may be assigned by the Management from time to time

### **Engagement/Appointment Criteria**

- The Engagement is for a period of one year and may be extended based on mutual understanding
- The Legal Consultant will required to be available minimum 10 to 15 person days a month and will also be required to work remotely/offsite on remaining days if there is any requirements.
- Remuneration is negotiable. Cost relating to any official travels within/outside the state will be borne by MBDA/MBMA as per category 1 staff of MBDA/MBMA.

### **Submission of Offer:**

- Offers for the position should include a detailed resume with supporting documents, a write-up on candidate's suitability for the assignment and expected remuneration.
- The Offer must reach MBMA either electronically ([recruitmentmbda21@gmail.com](mailto:recruitmentmbda21@gmail.com)) with the subject line – (*Legal Consultant/ Legal Adviser*) or as a hard copy addressed to the Assistant General Manager – HR.
- Office Address:** *Meghalaya Basin Management Agency, C/O, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong – 793003, latest by 5:00 PM 13<sup>th</sup> May 2022.*
- Each application submitted electronically would be acknowledged and only this acknowledgement will constitute proof of submission.

Sd/-  
**Executive Director**  
**Meghalaya Basin Management Agency**