

WE ARE HIRING

LEGAL AND ADMINISTRATION OFFICER (LAO)

Position Summary

The Legal and Administration Officer (LAO) serves as a key member of the Finance and Administration team, reporting directly to the Deputy Secretary-General. In this capacity, the LAO holds responsibility for overseeing legal functions and handling day-to-day administrative and operational tasks. The primary goal is to ensure the efficient management of the AIPA Secretariat. This role encompasses the management of diverse legal matters, oversight of the employment process and procedures, and observing legal aspects in the organization's relations with external partners.

Functional Relationship

Internal (within Post)

- Within Directorate of Finance & Administration;
- With the top level of Management (Secretary General & Deputy Secretary General);
- All official staff of the AIPA Secretariat.

External (outside Post)

- National Secretariats of AIPA Member Parliaments;
- External stakeholders of AIPA, including but not limited to Strategic Development Partners.

Roles and Responsibilities

Legal Compliance

- Stay updated on changes in relevant laws and regulations to guarantee organizational compliance;
- Draft, review, and revise legal documents, contracts, and agreements, both internally and externally;
- Provide legal guidance on governance, regulatory compliance, and risk management issues;
- Assist in managing legal risks and resolving disputes;
- Oversee the entire contract lifecycle, including drafting, negotiating, implementing, and renewing contracts;
- Collaborate with different Directorates to review and negotiate contracts with external parties;
- Ensure that all contracts adhere to legal requirements and organizational policies.

Administration

- Manage internal and external communications, including drafting emails, memos, and official correspondences for the AIPA Secretary General.
- Maintain the organization's legal library and resources in coordination with other Directorates.
- Assist in preparing and submitting legal reports as required.
- Collaborate with other Directorates to ensure compliance with legal and regulatory requirements.
- Organize administrative tasks, including managing office procedures, organizing records, handling correspondence, and supporting various administrative functions for the smooth operation of the office.

Human Resources

- Lead the end-to-end recruitment process, including candidate sourcing, interviews, and onboarding, to ensure a positive employee experience;
- Develop, implement, and update HR policies and procedures in compliance with labor laws and organizational objectives;
- Administer and maintain accurate HR records (attendance, EEO data, etc.) according to policy and legal requirements;
- Develop a performance evaluation system, set individual and time goals, provide feedback to employees, and design development programs to enhance employee performance.
- Identify training needs, design effective training programs, and implement employee development activities to improve their skills and knowledge.

Qualification and Requirement

Education and Experience

- Demonstrated high self-commitment to contribute to the improvement of the AIPA Secretariat;
- Completion of a bachelor's degree in Law, Legal Studies, Business Administration, Management, or a related field;
- Proven skills in Legal and Administration management, with a minimum of 3 (three) years of experience in Legal and Administration management;
- Experience and/or understanding of managing various legal matters, including agreements drafting, proofreading and review, and legal research, is an advantage.

Qualifications and Technical Skill

- Proficiency in both oral and written English;
- Solid knowledge of local and international laws, regulations, and legal processes;
- Ability and/or experience in conducting research and providing administrative support;
- Capability to handle confidential and sensitive information with discretion;
- Advanced user-level computer skills with a strong proficiency in various software, including Excel, PowerPoint, and Word;
- Excellent communication skills, encompassing the ability to write and speak clearly and effectively, and an exceptional capacity to engage and listen.

How to Apply

Send your most recent CV and cover letter to aipa@aipasecretariat.org at the latest on 29 December 2023. Use "Application: Legal and Administration Officer – Your Name" as the email subject.