



Legal Officer

Duration: Indeterminate

Remuneration: Voluntary, Non-Remunerated

Location: Belgium or Overseas Possible

Deadline for Applications: 01/08/2023

Position Overview:

The Legal Officer at MUNers Across Borders (MAB) is responsible for handling legal matters and providing legal guidance to the organisation. Working under the supervision of the Deputy Director Financial Affairs / Treasurer, the Legal Officer plays a critical role in ensuring compliance with relevant laws and regulations, managing legal risks, and supporting the organisation's overall financial affairs.

Responsibilities:

1. Legal Compliance:

- Stay up-to-date with applicable laws, regulations, and best practices relevant to MAB's operations in Belgium and abroad
- Conduct legal research and analysis to ensure compliance with legal requirements.
- Advise the organisation on legal risks, implications, and recommended actions.
- Develop and implement policies and procedures to ensure legal compliance.

2. Contract Management:

- Review, draft, and negotiate various contracts, agreements, and legal documents, such as vendor contracts, partnership agreements, and MOUs.
- Ensure contracts are properly executed, accurately reflect MAB's interests, and minimise legal risks.
- Provide legal advice on contract interpretation and dispute resolution.

3. Governance and Corporate Matters:

- Support the Board of Directors and executive leadership in matters related to governance and corporate compliance.
- Assist in the preparation and filing of legal documents, such as annual reports, tax filings, and regulatory submissions.
- Maintain corporate records, including minutes of meetings and other legal documentation.

4. Risk Management:

- Identify and assess legal risks across the organisation.
- Develop and implement risk management strategies and policies.

- Collaborate with internal teams to address legal risks and provide guidance on risk mitigation.

5. Legal Research and Analysis:

- Conduct legal research on various topics, including employment law, intellectual property, privacy, and non-profit regulations.
- Analyse legal issues and provide practical advice and recommendations.
- Stay informed about legal developments and changes that may impact MAB's operations.

6. Collaboration and External Relationships:

- Liaise with external legal counsel, when necessary, to seek specialised legal advice and support.
- Collaborate with internal teams, such as Finance, HR, and Programs, to provide legal guidance and support their initiatives.
- Develop and maintain positive relationships with external stakeholders, such as government agencies, regulatory bodies, and partner organisations.

Suggested Qualifications:

- Bachelor's degree in law or a related field. A postgraduate degree or relevant certifications are advantageous.
- Strong knowledge of applicable laws and regulations, particularly in areas related to non-profit organisations, employment, contracts, and governance.
- Experience in contract negotiation and drafting.
- Ability to analyse legal issues and provide clear, concise, and practical advice.
- Excellent communication and interpersonal skills.
- Attention to detail and strong organisational abilities.
- Ability to work independently and manage multiple priorities.
- Ethical and professional conduct.

As the Legal Officer at MUNers Across Borders, you will play a vital role in ensuring legal compliance, managing legal risks, and providing valuable legal guidance to support the organisation's financial affairs. Your expertise in legal matters, attention to detail, and ability to navigate complex legal landscapes will contribute to the success and sustainability of MAB's operations as it continues to empower youth through Model United Nations.

Working Conditions

Positions at MUNers Across Borders are non-remunerated, and the organisation is led by volunteers based primarily in Belgium but across the world. Expected time is around 5-10h a week, with deviations upon request and in-discussion with the team.

How to Apply

Please submit your application on the form on the MUNers Across Borders - World MUN Day [Website](#), we will be taking applications on a rolling basis, and reserve the right to close applications early in case we find a suitable candidate ahead of time. For any queries please reach out to recruitment@worldmunday.com