



Job title : Director of Legal Affairs  
Qualification : Master  
Major : Law  
Position Code : 018

#### General Responsibilities:

- Supervises the reviews and approves submitted License Applications and related documents, to ensure compliance with Authority's and Sector Law regulations and application procedures.
- Oversees the entire License application process in coordination with other directorates in the Authority, to ensure all required information are provided and tasks are completed.
- Leads routine audit activities in accordance with the directorates' annual audit plans, to ensure compliance with the Authority's and Sector Law regulations.
- Supports internal and external investigations when requested for occurred incidents, in collaboration with management as well as the Public Prosecution when required.
- Supervises the reviews and approves compliance notices related to actual or potential License condition breaches, and determines the corrective measures and actions to be taken, and deadlines.
- Advises the Authority Board Members, Chairman, and all Directorates on all legal related matters (including contracts/ agreements reviews, drafting notices, issues pertaining to disputes, preventive measures, and legal interpretation, etc.)
- Leads coordination with other governmental entities, pertaining governmental initiatives and represent the Authority in such initiatives.
- Reviews and approves drafts of Regulations, Licenses and all regulatory requirements.

- Supports directorates with dispute resolution process to ensure that complaints, incidents and contractual disputes between Licensees are resolved in timely manner and in line with the Authority's and Sector Law.
- Reviews proposed License modifications as part of the Price Control process.
- Identifies the Authority's needs for establishing a policies and processes and provides inputs in defining and documenting them; assigns accountabilities within the team for managing the process.

#### Qualification and Experience:

- Master of Law/ Regulation, preferably qualified lawyer
- Minimum of 18 years of Relevant experience in legal position with exposure to business and corporate environment and transactions.
- Experience in managing legal teams, preferably in house lawyer.
- 10 years of which in management position.
- Ability to lead and motivate
- Ability to work under pressure
- Management, Leadership & coaching.
- Problem solving & critical thinking.
- Outstanding communication (Verbal & written) and Interpersonal.