National Library Board
Singapore

LEGAL COUNSEL

The Legal Counsel is responsible for leading corporate strategic and tactical legal initiatives. The legal counsel provides senior management with effective advice on NLB's strategies and their implementation, and is directly involved in complex business transactions in negotiating critical contracts. The specific responsibilities include:

Job Responsibilities

- Provide counsel and guidance on legal matters and on legal implications of all matters
- Serve as key legal advisor on all major business transactions
- Assume responsibility for ensuring that the company conducts its business in compliance with applicable laws and regulations
- Advise on legal aspects of NLB's financing and risk management strategies
- Review, draft and negotiate contracts for the provision of services, collaboration agreements, tenders, non-disclosure agreements

Job Requirements

- Degree in Law and be eligible for admission to the Singapore Bar. Those with equivalent qualifications in overseas common law jurisdictions and admitted or eligible to practice in their jurisdictions may also apply
- Must have at least 5 years or more of post qualification experience (PQE) in the public sector as a legal officer and/or corporate work (whether in practice or in-house)
- Overall broad legal knowledge (corporate law, labour law, litigation etc.)
- Excellent communication, judgment and analytical skills
- In-depth understanding of how legal issues affect organisation
- Ability to develop legal strategy and well-versed in how business operate with financial acumen

Please note that the successful candidate will be appointed on a two-year contract.
We regret that only short-listed candidates will be notified.

For application, please visit us at ***https://www.nlb.gov.sg/jobportal/***