

Vacancy announcement

Job title: Lawyer

Department: Legal

Job duties:

- To ensure the legality observance of the Company's activity, and safeguard Company's legal rights
- To render the legal assistance to the Company's departments, advise the Company's officials on legislation administration
- Co-operate with other Company's departments on legal matters
- Advise the Company's officials on current legislation
- Advise and render legal assistance in the course of preparation of legal documentation
- • Initiate and lead legal audit of the Company's departments activity, as well as orders, instructions, provisions, procedures and other internal acts of the Company with respect to compliance with legislation of the Republic of Azerbaijan
- Organize legal review of draft orders, regulations, provisions, standards and other documents of legal nature worked out in the Company, endorse them, as well as take part in compiling of such documents whenever necessary
- Take measures to change or reverse acts and documents, issued in violation of the current legislation
- Organize preparation of conclusions on legal matters arising in the course of Company's activity
- Be in charge of work aimed at review and generalization of practices of conclusion and performing of business contracts, elaborate amendments to enforce contractual compliance as concerns goods delivery, to eliminate identified shortcomings and to enhance Company's industrial and business activity
- Ensure that other Company's departments submit on time certificates, reports, explanations and other materials for preparation of defence to the claims
- Participate in preparing conclusions on legal matters arising in the course of Company's activity
- Prepare the conclusions; assist Company's officials in registration of documents and acts of proprietary nature
- Within his responsibilities, participate and represent Company's interests in negotiations and meetings related to the Company's business activity

REQUIREMENTS

Education: Higher Law education

Work experience: Not less than 3-5 years of work experience as a lawyer gained in a reputable law firm or in-house for a large multi-national company.

Languages: Candidate should have excellent Azeri, Russian and English language skills

Other

- General corporate law background
- Experience of managing a team of lawyers
- Experience of managing litigation within Azerbaijan
- Experience with drafting and negotiating contracts in Azerbaijan, Russian and preferably in English.
- Experience with legislative acts regulating business and financial activities in organizations
- Normative-legal documents, methodical and normative data concerning the legal activities of organizations
- Procedure of conclusion and registering of business, employment agreements
- Candidate should be able to demonstrate a high level of technical ability in relation to Civil, civil-procedural, labour, finance, administrative, environmental laws

Salary PSG offer a competitive salary and excellent career growth opportunities.

Disclaimer PSG is an equal opportunity employer

Send your CV to lale.abbasova@psg.az not later than June 15, 2012

For more information about PSG, please visit www.psg.az