



JOB DESCRIPTION FOR EXECUTIVE LEGAL & COMPLIANCE OFFICER

Title:	Executive Legal & Compliance Officer
School/Division:	Vice-Chancellor's Office
Category:	Administration & Technical Support
Reports to:	Executive Officer to the Vice-Chancellor
Location/Campus:	SINU, Kukum Campus

1. SUMMARY OF DUTIES

The Executive Legal & Compliance Officer provides expert legal support, contract management oversight, and compliance guidance to the Vice-Chancellor's Office. The incumbent ensures that university operations align with legal and regulatory frameworks while supporting various management functions across legal, HR, student affairs, land holdings, academic governance, security, and corporate governance.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1 Legal Advisory & Compliance

- Provide legal counsel on institutional policies, governance matters, and regulatory compliance.
- Review, draft, and negotiate contracts, MoUs, and agreements in collaboration with relevant departments.
- Ensure compliance with national laws and university regulations, advising on risk mitigation strategies.
- Coordinate with external legal counsel on litigation and legal proceedings involving the university.
- Conduct legal research to support decision-making and policy development.

2.2 Contracts & Institutional Agreements

- Oversee contract lifecycle management, ensuring clarity, consistency, and adherence to university policies.
- Provide guidance on contract execution, performance monitoring, and dispute resolution.
- Collaborate with procurement and finance teams to align contract management processes with institutional needs.

2.3 Corporate Governance & Policy Development

- Assist in developing and reviewing university policies, ensuring legal soundness and practical applicability.

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- Support university committees and management in governance-related decision-making.
- Monitor changes in legal and regulatory frameworks affecting higher education and recommend necessary adjustments.

2.4 Human Resource & Employee Relations (HR-Related Legal Matters)

- Provide legal guidance on employment contracts, workplace policies, and disciplinary matters.
- Ensure HR policies comply with Labor laws and best practices.
- Support conflict resolution processes, including mediation and dispute handling in employment-related cases.

2.5. University-Wide Responsibilities

- Advise on legal aspects of student affairs, including disciplinary proceedings and student policies.
- Provide oversight and legal input on university land holdings, leases, and property agreements.
- Offer guidance on security, compliance, and risk management strategies.
- Support the Vice-Chancellor's Office in managing institutional legal risks.

3 QUALIFICATIONS REQUIRED

3.1 Educational Background

- A Bachelor's Degree in Law (LLB) is required; a Master's Degree in Law or related field is an advantage.

3.2 Professional Experience

- At least five (5) years of experience in legal practice, compliance, contract management, or a related field.
- Proven experience in drafting, negotiating, and reviewing contracts and agreements.
- Strong understanding of corporate governance, higher education laws, and regulatory compliance.
- Experience providing legal support in an academic or public institution is an advantage.
- Knowledge of labor laws and human resource legal frameworks is desirable.



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4 KEY SKILLS & COMPENTENCIES

- Strong analytical and problem-solving skills.
- Excellent legal drafting and negotiation skills.
- Ability to work collaboratively with multiple stakeholders across various departments.
- Strong interpersonal and communication skills, with the ability to explain complex legal issues clearly.
- High ethical standards and professional integrity.
- Attention to detail and ability to manage multiple tasks effectively.

TERMS AND CONDITION

The position is for Five (5) years under an employment contract. The contract is renewable subject to good performance.