



POSITION DESCRIPTION

POSITION TITLE : UAE and Gulf Legal Manager/K3003

DEPARTMENT : Human Resources

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Group HR Manager

POSITIONS SUPERVISED : 2-12

POSITION PURPOSE

To ensure that the company is fully compliant with local regulations in the area of accountability, and assist with legal aspects of governmental relations.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

The Legal Manager shall be responsible for all legal aspect related Kamal Osman Jamjoom Est. (KOJ) including but not limited to:

- Give advice on commercial and operational transactions
- Ensure appropriate contract policies and standards are in place and being effectively maintained.
- Dealing with all labor law issues within the organization;
 - a. Establishing, following and updating the Legal Contract: Employment Contract and Business to Business Contract
 - b. Contract of Approval
 - c. Legally representing the organization as Court Representative
 - d. Labor certificate renewal
 - e. Ensuring the organization are updated with labor and trade law
 - f. Follow up litigation issues
 - g. Obtaining and renewing visa, labor card, health card and plan, Emirates ID card for all employees
- Establishing and maintaining relationships with various government and non government departments e.g.
 - a. Ministry of Labor
 - b. Ministry of Health
 - c. Municipalities
 - d. Immigration
 - e. Chamber of Commerce
 - f. Trade License
 - g. Police Department
 - h. Ports Authority
 - i. Departments of Standards for Product

PERSONAL CHARACTERISTICS:

- Trustworthy
- Patience
- Persistence
- Detail Oriented



PERFORMANCE MEASUREMENTS

- Zero fines
- Retaining A class rating with labor department
- No court cases
- All promotion sales are granted 5 days before active date of store promotion
- All products are cleared in ports in all countries.

QUALIFICATIONS\REQUIREMENTS:

- Bachelor's degree preferred
- Should be familiar with local laws, customs and practices.
- Impeccable English and Arabic (spoken and written)
- Proficient with MS Office

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Along side each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

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|--------------------------|-----|
| • Drive for Results | - 3 |
| • Customer Focus | - 3 |
| • Integrity and Trust | - 3 |
| • Negotiating Skills | - 3 |
| • Problem Solving | - 3 |
| • Managing Relationships | - 3 |
| • Interpersonal Skills | - 3 |
| • Valuing Diversity | - 3 |

Department Head:

Employee: