

## About the ACC

The Asian Cricket Council FZ LLC (ACC) is established to promote and develop the game of cricket in Asia and is incorporated as a Limited Liability Company in UAE. Please visit [www.asiancricket.org](http://www.asiancricket.org) for more information about the ACC.

## Job description

The ACC is looking for talented and highly motivated individual who will be responsible for attending to the legal matters and provide legal advice to the ACC.

**Post:** Legal Officer

The Legal Officer will report to the ACC Management.

## Key Responsibilities:

1. Developing, negotiating, drafting, reviewing, analysing and vetting RFP, ITTs, and/or various contracts to be entered into by the ACC, that would include agreements with employees, supplier agreements, service contracts, media & sponsorship rights agreements, tender documents, non-disclosure agreements, venue agreements, host agreements etc. ensuring that the said agreements follow internal policies and regulatory requirements.
2. Negotiating, drafting, reviewing, analysing and vetting legal notices, responses, communications to suppliers/service providers, media houses etc
3. Liaise internally to ensure that where legal risks have been identified, appropriate courses of action have been taken. Review and advise management on legal implications of internal policies and procedures.
4. Handling, supervising and ensuring the maintenance of intellectual property of the ACC including managing trademarks of the ACC.
5. Monitoring changes in laws and regulations that concern or may concern the ACC and taking appropriate action that may be required.
6. To draft legal notices for to defaulting parties and issuing reminders thereof and identify when to initiate legal proceedings.
7. To brief external legal counsel in various matters and to appear before various judicial or quasi-judicial authorities
8. Liaise with various governmental organisation and responding appropriately on various compliance matters.

## Location

Dubai, UAE

## Eligibility

**Education:** Should be a law graduate from a reputed institution.

**Experience:** Minimum of 2 years as a legal advisor/associate/officer in a law firm or as an in-house counsel of a sporting organisation. Previous experience in managing RFPs, media tender documents for services and media rights would be an advantage.

## Knowledge & skills:

**Risk Assessment:** Should be able to identify and give an opinion on potential legal risks and violations.

**Knowledge:** Updated knowledge and interest in the ever-changing legal landscape especially in the sports industry.

**Teamwork:** Work collaboratively with others to achieve business and department objectives.

**Problem Solving:** The ability to present solutions make the best decision under pressure.

**Communication:** Excellent written and oral communication in English language including report-writing skills.

**Time Management:** Excellent time management skills, multi-tasking and the ability to work to deadlines.

The selected candidate to furnish two recent work references and the compensation offered will be commensurate with qualifications and experience.

## How to apply?

Applications should be submitted by **July 27, 2019**, at [acc@asiancricket.org](mailto:acc@asiancricket.org)

Candidate applying for the post should mention '**Application for Legal Officer**' in the subject line. After screening/shortlisting of applications, only the shortlisted candidates will be contacted.