

## 1. Purpose of the Role

- The Legal Counsel plays a critical role in safeguarding Dubai Humanitarian's legal interests through strategic legal advisory, comprehensive contract management, and governance oversight. This position ensures the accuracy, legal soundness, and strategic alignment of internal and external documentation. The Legal Counsel is responsible for advising the CEO and Board of Directors on complex legal matters, supporting the development of policies and procedures, and providing high-level strategic guidance on legal risk management.
- This role involves liaising with government authorities, managing legal reviews, and ensuring the alignment of all documentation with Dubai Humanitarian's strategic goals and governance framework, in accordance with the Delegation of Authority (DOA) guidelines.

## 2. Key Responsibilities and Duties

- Strategic Legal Advisory: Provide high-level, strategic legal guidance to the CEO, senior leadership, and Board of Directors, advising on both routine and complex legal issues that impact the organization's operations and governance framework. This includes advising on organizational policies, and long-term legal strategies.
- Governance Oversight: Draft, review, and approve governance documents, including policies, SOPs, DOAs, and management resolutions, ensuring they are legally sound and strategically aligned with organizational goals. Provide strategic legal input to ensure that documents submitted for CEO or Board approval comply with DOA protocols and reflect the highest governance standards.
- Contractual Review: Lead the review, drafting, and negotiation of contracts and legal agreements, such as leases, MOUs, partnership agreements, and service

agreements. This extends to international MOUs and arrangements.

Ensure that all agreements align with Dubai Humanitarian's strategic goals and legal requirements.

- **Legal Risk Management:** Conduct comprehensive legal assessments to identify and mitigate potential risks, ensuring that all documents and contracts are reviewed and aligned with best practices in governance, compliance, and legal protections.
- **Regulatory Liaison:** Maintain ongoing communication with relevant government authorities (e.g., Dubai Land Department, MOFA, Supreme Legislation Committee) to ensure compliance with local legal and regulatory frameworks.
- **Strategic Documentation Review:** Conduct strategic reviews of all documentation submitted for Board approval, ensuring that all items comply with legal standards, organizational policies, and DOA regulations. Provide high-level legal recommendations to support strategic decision-making by the CEO and Board.

### **3. Qualifications and Experience (Educational, professional, and experience requirements)**

- **Educational Background:** Bachelor's degree in Law, masters in International Law is desirable.
- **Professional Experience:** Minimum of 10 years of experience in a senior legal advisory role in the UAE, preferably in an international, nonprofit, or governmental context, with significant exposure to governance, compliance, and high-stakes contract negotiations.
- **Language Proficiency:** Fluent in English and Arabic (spoken, written, and read); proficiency in additional languages is a plus.

- Specialized Knowledge: In-depth understanding of UAE legal and regulatory frameworks, particularly in relation to corporate governance, contracts, and nonprofit operations.
- Experience with Strategic Legal Advisory: Proven ability to provide strategic legal insights that influence long-term organizational decisions and governance structures.

#### **4. Skills and Competencies (Technical, behavioural, and leadership competencies)**

- Legal Expertise: Strong analytical and legal drafting skills, with a deep understanding of governance, contract law, and compliance matters.
- Strategic Thinking: Ability to think beyond day-to-day legal advisory, offering high-level strategic guidance to senior leadership and Board members.
- Leadership and Collaboration: Strong leadership skills with a collaborative mindset, able to work effectively with cross-functional teams and external stakeholders.
- Communication: Excellent verbal and written communication skills, with the ability to present complex legal concepts in a clear and actionable manner to non-legal stakeholders.
- Integrity and Professional Ethics: High integrity, discretion, and ability to maintain confidentiality in sensitive matters.
- Problem-Solving: Strong decision-making and problem-solving abilities, with a focus on legal risk management and strategic outcomes.

## **5. Key Performance Indicators (KPIs) (Measurable outcomes for role performance)**

- Legal Advisory Response Time: 80% of strategic legal requests completed within agreed deadlines.
- Document Review: 100% of Board and governance-related outputs completed and reviewed on time, with all strategic documents submitted in accordance with DOA guidelines.
- Contractual Risk Mitigation: Zero major legal risks unaddressed in reviewed contracts and governance documents.
- Governance Compliance: 100% of internal and external governance documents meet legal standards and DOA regulations.
- External Liaison Effectiveness: Maintain strong, responsive relationships with external legal entities and government authorities, ensuring timely and effective resolution of legal matters.

## **6. Working Conditions / Special Requirements (Location, travel, physical requirements, or special demands)**

- Office Location: Primarily based in the Meydan office; occasional presence in the DIC office may be required.
- Travel Requirements: Occasional travel, both domestic and international, may be necessary for legal matters or representation at international forums.
- Special Demands: Ability to work under pressure, manage competing priorities, and meet tight deadlines in a dynamic legal environment.