

TERMS OF REFERENCE

Post	: Legal Advisor
Reporting	: Director – Employment& Training
Location	: State Head Quarter
Duration of Initial Contract	: 1 Year; full time (To be extended)
Preferred Age Group	: Up to 50 years

INTRODUCTION

Economic globalization and financial liberalization has created huge overseas employment opportunities and governments all over the world are taking initiatives to promote and facilitate employment of the people. With this primary objective of generating overseas employment & training the youth under various skill development initiatives and to improve the overseas employability of Bihar youth, Bihar State overseas Employment Bureau has been set up under the Societies Registration Act 21,1860. Besides making the youth employable and competitive, the bureau will also assist the youth in suitable placement in job/ self-employment abroad.

For its proper functioning, Bihar State overseas Employment Bureau requires services of Legal Advisor.

DUTIES and RESPONSIBILITIES

The primary duties and responsibilities of Legal Advisor will include the following but not be restricted to:

- Deal with all the legal aspect concerning the office.
- Drafting and execution of MoUs with different agencies/training institutes.
- Support in obtaining licensee for different purposes.
- Collect and disseminate information on emigration rules of India and immigration rules of other countries and provide all necessary assistance for immigration.
- Help candidates in fulfilling Visa requirements.
- Any other work assigned by the Mission Director.

REQUIRED QUALIFICATION, SKILLS AND EXPERIENCE

The incumbent must possess Bachelor of Law qualification from any recognized university/Institute in India or abroad with minimum 5years of relevant experience. Work experience in Government set up will be preferable.

In addition, the incumbent should possess skill on:

- Good Communication & Interpersonal Skills.
- Proficiency in use of MS Office packages
- Excellent written and oral communication skills in English and Hindi.
- Excellent representation and interpersonal skills with ability to network extensively and liaise with government/ non government agencies etc.
- Ability to work as a member of a team.

REMUNERATION

Rs. 50,000/- (Rupees fifty thousand only) Consolidated,per month