



Job Title: General Legal Counsel / Legal and Compliance Director
Reports to: Chief Executive Officer
Grade: 2
Salary: Competitive remuneration plus benefits etc.
Location: Geneva, Switzerland / Europe with international travel requirements.

1.0 Background

FIDIC is the umbrella body representing the business interest of the global consulting engineering industry. Its membership consists of over 100 Member Association (MA) countries with membership representing over 1.1 million professionally qualified engineering and consultancy professionals with annual turnover in excess of 350 billion.

FIDIC was formed in 1913, governed by elected Board of Directors, operationally led by a focused team based at HQ Office, World Trade Centre (WTC) Building 2, Geneva 1205, Switzerland's under the leadership of a newly appointed Chief Executive Officer and Operational Executive team.

FIDIC operates through five Geographical Regions namely; Europe (EFCA), Africa (GAMA), Asia Pacific (ASPAC), Latin America (FEPAC) and North American (USA & Canada) Groups. Full details of the FIDIC governance structure and activities are available on website www.fidic.org.

With the growing demands for expansion of its business through its federation and commercial activities globally, FIDIC wish to strengthen its corporate and operational capabilities by forming a small and effective Legal and Compliance Group, under the leadership of a newly created Legal and General Counsel position.

The Legal and General Counsel appointment will be a full time and permanent position to oversee the following three core activities:

- 1) **Corporate Governance** – Internal & external Governance process and company Secretarial support;
- 2) **Intellectual Properties** - Licencing, Intellectual properties, copyright issues, accreditation, and brand protection;
- 3) **FIDIC Suite of Contracts** - Development, Publishing, Training, Contract Users Relationship and management of the Alternative Dispute Resolution (ADR) process.

The post is currently being filled by an interim General Counsel working closely with the Chief Executive.

2.0 Summary of Role

- Assist Chief executive and President with the delivery of overall internal organisational matter; **Corporate Governance, By-laws and Statutes, risk management and Compliance** requirement for the entire FIDIC operations at HQ and through global operations;
- Provide leadership, strategic direction and operations management to protect FIDIC **Intellectual Property and licencing** arrangement with third parties' corporate agreements;
- Provide strategic advice, contribute to drafting development and provide training and capacity building on **FIDIC Contract Agreements**;
- Responsible for **managing the FIDIC standing Committees** on Risk management, Contract Committees and dealing with Multilateral Development Banks (MDBs) and wider stakeholders;
- To provide strategic leadership for FIDIC Group's **legal and compliance activities** and lead both internal and external legal and compliance team;
- To prepare **FIDIC responses on all legal, integrity and procurement** related consultations and enquiries from Member Associations and global stakeholders;
- Provide advice and management on **FIDIC related entities**; legal status of members Associations (MAs), Regional Groups, international Regional conferences, accreditation, and unaccredited etc.
- To work with other FIDIC senior management staff, strategic groups and Board members in developing and **delivery of business enhancement services to FIDIC** members and wider stakeholders.

3.0 Responsibilities

- Responsible for devising and implementing the legal strategy in line with the FIDIC Group Corporate Plan;
- Provide leadership, direction and risk management advice on agreements and contractual related matters between FIDIC Group and third-party providers;
- Responsible for planning, maintaining, managing and implementing the update (where necessary) of all FIDIC agreements, contract and legal publications;
- Prepare FIDIC responses on all legal and procurement related consultation at regional, national and international level;
- Draft, review and oversee contracts, head of agreement and memorandum of understanding between FIDIC , Members, suppliers and stakeholders
- Provide seminars, training and consultancy services to Member Associations (MAs) and stakeholders as and when required;
- Represent FIDIC at global industry bodies such as ASPAC, FEPAC, EFCA, ICC, UN, etc as necessary;

- Responsible for planning and implementation of the FIDIC Business and Legal helpline services;
- Develop and implement a risk management strategy for members across different size and scope of operations;
- Provide company secretary support services to the CEO and overseeing all Group corporate and membership compliance matter across current and future international operating offices;
- Responsible for appointment, management and coordination of all external legal advisers, where necessary;
- Work with the rest of the senior management team to ensure appropriate internal risk management process is implemented;
- Provide secretariat support for FIDIC's Board, standing committees; Contract, Risk and Liability, Audit and Assurance Committees and MDB Committees;
- Participate and contribute to the activities of FIDIC's task forces and Sector Interest Groups, where necessary;
- Provide all relevant support for member Associations in relation to risk management;
- Provide consultancy support to Member Associations or third-party stakeholders;
- Work with FIDIC future Policy and External Affairs Director (staff) in supporting regional activities;
- Manage the Legal Assistant (when required) and external appointed Legal Consultant as part of the Legal and Compliance team;
- Report to the CEO and work in collaboration with the rest of the senior management team to ensure successful delivery of the **Board strategy as set out in the FIDIC Corporate Plan.**

4.0 Personal Specification

- A barrister or solicitor qualification with ability to develop and mentor a successful legal team
- At least five years' experience in the global consultancy and/or engineering sector in the built and natural environment
- Good written and spoken English communication capabilities is essential. Other second language, French or/and Spanish will also be desirable.
- Contention and Non-contentious experience with ability to represent FIDIC, develop and deliver high level presentations for stakeholders
- An energetic and passionate individual with competitive edge and ability to execute and deliver on time and to budget
- Strong interpersonal and communication skills and the ability to work effectively with FIDIC Board, Regional Group and wide range of stakeholders
- Previous experience of using standard FIDIC suites of Contracts for engineering and construction contracts is absolutely essential.
- Excellent IT skills including operational working knowledge of Microsoft suites of package
- Ability to organise, prioritise and schedule work assignments
- Strong people and project management skills, ability to work in a team, and manage own workload.

5.0 How to Apply

- Interested candidates should apply to FIDIC Chief executive with two pages' cover letter, setting out how their capabilities matches the three core activities set out above plus CV.
- All application must be addressed to the FIDIC CEO and mailed to FIDIC Office Administrator; Ulrike Schiefer at uschiefer@fidic.org by Closing date: **Friday 16th November 2018**