

## **JOB DESCRIPTION OF LEGAL CONSULTANT**

### **Role of the Legal Consultant**

To provide accurate and timely legal advice to the Council for the Indian School Certificate Examinations on all legal matters and law that impacts, or may impact, the Council. To support the Council in the identification and management of legal risks to the organisation.

### **Key Responsibilities of Legal Consultant**

The legal consultant will be accountable for taking the day to day legal responsibilities and providing legal advice that includes, but not limited to, all the aspects of the analysis, investigation and drafting process as listed: -

- To provide advice on different legal issues.
- To be actively involved in preparing and drafting of different statutory and legal submissions and draft the authoritative legal opinions as well.
- To assist in reviewing the legal material and any other relevant documents and to identify the most important issues that need to be sorted out on a priority basis
- To draw up formalities regarding the settlement of legal cases and monitor the implementation of the legal clauses.
- To coordinate, follow-up and monitor the progress of the cases pending in various courts of law across the country in consultation with the Council's legal representatives.
- Taking a lead role, especially during meetings, hearings, etc., and prioritizing work to ensure that the services delivered to the Council are of high quality.

### **Educational Background and Experience**

Should have least a bachelor's degree from an accredited college or university in law, (master's degree in law related field preferable)

Adequate knowledge and experience in Constitutional matters, Right to Information Act etc.

### **Essential Skills and Abilities**

Should possess excellent analytical and drafting skills.

Strong interpersonal and communication skills with the ability to recommend suitable decisions based on judgment.

Be able to function without anybody's supervision and should be able to deal appropriately with confidential information.

Be an excellent team player with the ability to prioritize work.

The Legal Consultant should keep himself/herself updated with all the legal laws and should be able to apply them in the given situation.