

## **Vacancy Announcement International Business College Mitrovica (IBC-M)**

International Business College Mitrovica (IBC-M) is a leading institution of higher education that offers high-quality and attractive undergraduate and graduate programs. We are seeking a highly motivated and experienced persons, for the following positions:

**Position Title: Legal Officer- full time**

**Location: Mitrovica**

### **Main responsibilities:**

- Provide legal advice and support to IBC-M on a range of matters, including contracts, compliance, and regulations.
- Review contracts, leases, and other legal agreements to ensure compliance with Kosovo Laws and regulations.
- Develop and implement policies and procedures to ensure legal compliance across all areas of IBC-M's operations.
- Monitor changes to local laws and regulations that impact IBC-M and ensure that appropriate actions are taken.
- Provide support and guidance to all departments on legal issues, including employment law, intellectual property, and data protection.
- Review internal rules and regulations based on Labour Law requirements, accreditation and licensing.
- Prepare legal documents and legal opinions for the college based on the needs.
- Conduct investigation of staff frauds and file to court.

### **Qualifications:**

- Master's degree in Law (Bachelor degree can be considered in case of absence of applications with a Master degree or in case the applicant has extensive similar experience).
- At least 5 years of experience in legal practice, preferably in a higher education institution and/or public institutions.
- Strong knowledge of Kosovo laws and regulations
- Strong analytical skills and attention to detail.
- Excellent written and verbal communication skills in English.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office.

### **How to apply:**

If you are interested, please send your letter of motivation, CV and your notarised copy of diplomas, certificates and two references from previous employers to [ibcm\\_vacancy@ibcmitrovica.eu](mailto:ibcm_vacancy@ibcmitrovica.eu)

In the subject field, please put: **Legal Officer**. The deadline to apply is **May 3rd, 2023**.

Only short listed candidates will be contacted for an interview.