

JOB DESCRIPTION	
Department: Finance and Legal	
Position: Legal compliance specialist	<u>Reporting to:</u> Finance & Legal director <u>Number of direct reports:</u> N/A
Duration: year (possible extension) Regular (full-time) employee, contract employee, etc. with no fixed term.	
Job Grade: D	

Purpose of the position

MSF Japan is growing and so are its contractual and legal obligations, This is a new position, reporting to the Director of Finance and Legal, ensures MSF Japan This is a new position, reporting to the Director of Finance and Legal, ensures mSF Japan is complies with its legal and contractual obligations, minimizes the potential legal risk and contribute to maintain a healthy relationship with This is a new position, reporting Director of Finance and Legal, ensures MSF Japan is complies with its legal and contractual obligations, minimizes the potential legal risk and contribute to maintain a healthy relationship with suppliers and service providers, and relevant national and local regulators.

Objectives

To strengthen legal and compliance systems, including international legal affairs, in line with the strengthening of our business

Requirements of the position

Commutable area to the office in Tokyo

Main Responsibilities

1. Contract management
 - Review, advise and manage all contracts to which MSF is a party (Japanese and English, including contracts with overseas mSF sections, overseas corporations and individuals living overseas).
 - Create templates (Japanese and English)
 - Organize past contracts and promote electronic contract system
 - Coordinate requests to pro bono attorneys and establish trusting relationships
 - Manage seal application, management of electronic contract system

2. Legal advice to MSFJ organization including Board of Directors:
Respond to direct consultations from department heads, section heads, and management regarding a wide range of inquiries from the various departments and the board of directors of the secretariat (including consultations regarding labor relations, regulations, and NPO articles of incorporation)
3. Information security-related operations
 - Serve as a member of the Information Security Committee, supporting the chair and vice chair
 - Implement and operate the measures planned by the Information Security Committee together with other committee members.
4. Planning and implementation of compliance and risk management measures, etc.
 - Confidential information management and other necessary training planning and implementation
 - Collaboration with overseas MSF sections and participation in data protection-related working groups, etc.
 - Planning and implementation of other compliance and risk management measures and systems
5. Research on relevant laws, regulations, and policies that affect the business
 - Personal information, GDPR
 - Copyright
 - The NPO Law (1998)
 - Others
6. Establishment and operation of systems for compliance with laws and regulations related to business
7. Legal compliance Budget management
8. Other legal support

Qualifications and requirements

- Qualified to practice law in Japan, the U.S., or Europe
- More than 10 years of experience
- Corporate law firm experience (civil case experience preferred) or experience working within a corporate environment
- Language: Japanese – Native level, English - Business level (able to draft documents in English and communicate with overseas lawyers. Verbal communication in English a must.)
- Have a high level of interest in and understanding of our humanitarian aid activities
- Strong communication skills with the ability to understand business needs and work well with internal stakeholders and external experts.
- Those who are willing to grow themselves through the growth of the business and organization.
- Communicate openly and think positively, without sticking to the status quo.
- Strong sense of ownership and ability of identifying issues and making improvements on their own.

Special Notes:

Accordingly, the responsibilities and duties of the jobholder might differ from those outlined in this Job Description. Accordingly, the responsibilities and duties of the jobholder might differ from those outlined in this Job Description and the other duties, as assigned, might be part of the job due to the organizational and operational needs. This Job Description is only a summary of the typical functions of this position and not an exhaustive or comprehensive list all possible job responsibilities and duties.

APPLICATION

Application documents (Please send all these documents)	<ol style="list-style-type: none">1. CV, with your photo if possible (in English)2. Motivation letter (in English)3. 履歴書 (和文)4. 職務経歴書 (和文)5. 志望動機書 (和文)
Email Address	Please send the above documents to: hqhr-recruitment@tokyo.msf.org
Application Deadline	---
Note	Only short-listed applicants will be contacted. We will close the position as soon as we find the best candidate.