

JOB DESCRIPTION	
Department: Finance and Legal	
Position: Legal & Compliance Sr. Officer	<u>Reporting to:</u> Legal and Compliance Manager <u>Number of direct reports:</u> N/A
Duration: Open-ended	
Working hours: 40 hours/week	
Job Grade: C	

Purpose of the position

MSF Japan is growing and so are its contractual and legal obligations. This position, reporting to Legal and Compliance Manager, ensures MSF Japan complies with its legal and contractual obligations, minimizes potential legal risks and contributes to maintain a healthy relationship with donors, suppliers, service providers and overseas MSF sections as well as relevant national and local regulators. This position also serves a major role in the Information Security Committee and in planning and implementing personal information and information security measures.

Objective

Under supervision of Legal and Compliance Manger, strengthen the legal and compliance system, and also as part of the Information Security Committee, strengthen personal information and information security measures at MSF Japan, which will together strengthen our operation as an international humanitarian organization.

Requirements of the position

Based in Japan (Commutable to MSF Japan Office in Waseda, Tokyo)

Main Responsibilities

1. Legal & Compliance

(1) Provide Internal Legal Advice

- Respond to inquiries and consultations from various departments, general director and board of directors regarding a wide range of matters (including matters relating to the civil code, NPO Act, Personal Information Protection Act and GDPR, intellectual property related laws, etc.).

(2) Establish and Operate Systems for Legal Compliance

- Plan and implement legal and compliance management measures and systems.

(3) Manage Contracts

- Review, advise and manage contracts to which MSF is a party (Japanese and English, including contracts with overseas MSF sections, overseas corporations and individuals living overseas).
- Create and manage templates (Japanese and English)
- Manage electronic contract system and seal application and past contracts

(4) Research Relevant Laws, Regulations and Policies that affect the organization

- Research relevant laws, regulations and policies that affect the organization such as:
 - NPO Act
 - Personal Information Protection Act, GDPR and other privacy related laws
 - Intellectual property related laws
 - Others

(5) Liaise with Law Firms

- Coordinate requests to law firms, including pro bono law firms, and establish trusting relationships

(6) Other Legal Support

2. Personal Information and Information Security

(1) Information Security Committee

- Operate and manage the Information Security Committee under the supervision of Chairperson and Vice Chairperson.
- Plan and implement personal data protection measures as actions of the Information Security Committee by monitoring internal and external situation of personal data protections and incidents trends, law amendments and implement improved measures.
- Prepare monthly minutes of Information Security Committee meetings and circulate them to the Chairperson.

(2) Requests and Incidents

- Serve as the designated contact for personal information disclosure request emails or other requests from data subjects.
- Serve as the designated contact for personal information related incidents.

(3) Policies, Guidelines and Ledgers

- Maintain and improve Information Security rules and guidelines and other data protection related rules and guidelines, including the Privacy Policy.
- Manage personal information ledgers updates and vendor monitoring.

(4) Compliance and Risk Management Measures

- Plan and implement compliance and risk management measures and systems
- Plan and conduct trainings
- Collaborate with overseas MSF sections and participation in data protection-related working groups, etc.

(5) Other Support relating to Information Security and Data Protection

Qualifications and requirements

- Undergraduate and/or graduate degree in law is desirable.
- Qualification to practice law in Japan, the U.S. or Europe is desirable (civil servant, judicial scrivener or administrative scrivener qualification is also possible depending on experience and skills).
- Corporate legal experience is desirable.
- Personal information protection management experience in organizations is a plus.
- Language:
Japanese – Business level (able to draft documents and negotiate in Japanese is a must.)
English - Business level (able to draft documents and negotiate in English is desirable.)
- Have a high level of interest in and understanding of our humanitarian aid activities.
- Strong communication skills with the ability to understand operational needs and work well with internal stakeholders and external experts.
- Those who are willing to grow themselves through the growth of our operation and organization.
- Communicate openly and think positively, without sticking to the status quo.
- Strong sense of ownership and ability to identify issues and make improvements on their own.

Special Notes:

This Job Description is a summary of the typical functions of this position and not an exhaustive list of all possible job responsibilities and duties. Accordingly, the responsibilities of the jobholder may differ from those outlined here, and additional duties may be assigned based on organizational and operational needs.

Other Conditions

- Salary defined according to the MSF Japan Salary Scale.
- Social insurance coverage: Japanese government insurance (Health Insurance, Welfare Pension, Employment Insurance, and Workers' Accident Insurance).
- Holidays: Saturdays, Sundays, Japanese national holidays, and any other days specified by MSF Japan.

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・できれば写真付) 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	May 31, 2026
Note	Only short-listed applicants will be contacted. We will close the position as soon as we find the best candidate.