



Vacancy Number:	
Post Title:	<i>Head –Legal, Regulatory & Gov',t Affairs</i>
Organization:	<i>Afghan Telecom</i>
Location:	<i>Head Quarter</i>
Duration:	<i>10 Months</i>
No. of Post:	<i>One</i>
Sex:	<i>Male / female</i>
Nationality	<i>Afghan</i>
Salary:	<i>Highly competitive salary for this high profile position.</i>
Announcing Date:	14 December ,2008
Closing Date:	25 December, 2008
Submission Email:	hr@afghantelecom.af
Background:	Afghan Telecom Corporation is Afghanistan's only basic telecom service provider, 100 % owned by Islamic Republic of Afghanistan. It provides Telecom services such as CDMA, Digital fixed lines, Voice, Data and internet services to all the customers in Afghanistan.
Job Summary:	<p>The Legal Officer is responsible for providing legal advice, assistance and support to the Afghan Telecom Corporation and in particular management and section heads. She/he will be responsible for drafting commercial agreements and contracts, leases, employment contracts, telecommunication agreements, memorandums, policies and other legal related documents. The Legal Officer shall provide legal support to ensure that Afghan Telecom can comply with the laws of Afghanistan as well as provide assistance to each department as required in implementing proper policies that meet the legal and regulatory requirements of Afghanistan. The Legal Officer will ensure that adequate and appropriate policies and agreements are in place to provide for legal compliance with internal policies as well as the laws and regulations of Afghanistan. The Legal Officer shall provide legal advice as required in regards to procurement, employment, tax, and telecommunications.</p> <p><u>The scope of the mandate includes the following tasks:</u></p> <p>Research and Writing</p> <ul style="list-style-type: none"> • To research legal issues pertaining and relating to the laws and regulations of Afghanistan, as well as international agreements and legal standards relating to telecommunications • To maintain information on Parliament and legal reform in Afghanistan • To draft agreements, contracts, legal documents, memorandums, and policies relating to telecommunications <p>Advice and Support</p> <ul style="list-style-type: none"> • To ensure that existing employment, financial, and procurement policies comply with the laws of Afghanistan • Maintain and ensure compliance with the Telecommunication

	<p>License and Regulation</p> <ul style="list-style-type: none"> • To provide legal support and assistance to Human Resources, Finance and Procurement • Review and assess business operations to ensure legal compliance • Ensure that all vehicles and property are properly registered under the laws of Afghanistan • To coordinate all legal work with the regional and provincial offices <p style="text-align: center;"><u>Execution of the Mandate:</u></p> <p>The Mandate is to be executed in 2008-09 in Kabul (visits to regional offices of the Ministry/Corporation might be required). The level of effort foreseen is 11 Months.</p>
Qualification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • MA or graduate degree in law, with emphasis on international commercial law • Extensive knowledge of Word and Windows 2000/XP • Experience with advanced legal research • Fluency in English (written and spoken) and Dari language • Several years of working experience in law, preferably legal practice • Using own initiative and working with minimum supervision. • Analytical and problem solving skills. • Good interpersonal and communication skills. • High level of integrity and trustworthiness • Hard working, accurate, motivating, taking responsibility and meeting deadlines • Travel to field offices as required <p><u>Desired:</u></p> <ul style="list-style-type: none"> • At least 5 Years of increasingly responsible Legal Experience <p>Experience in a commercial organization</p>

Submission Guideline:	<div data-bbox="573 212 1146 474" style="border: 1px solid black; padding: 5px;"> <p><i>Kabul Regional Office Afghan Telecom 2nd Floor PTT B Kabul Regional Office Afghan Telecom, 3rd Floor PTT Building Pashtonistan Watt, Kabul Afghanistan Tel: 0202102650 E.meil:ahmad.sear@afghantelecom.af</i></p> </div> <div data-bbox="573 499 1146 688" style="border: 1px solid black; padding: 5px;"> <p>KUNDUZ Add: 2nd District Walayat Avenue Ministry of Communication Building Telephone Number: 0093 (75) 550-2669</p> </div> <div data-bbox="573 714 1146 882" style="border: 1px solid black; padding: 5px;"> <p>JALALABAD Add: 1st Floor Ministry of Communication Building Telephone Number: 0093 (75) 200-2004</p> </div> <div data-bbox="573 907 1146 1096" style="border: 1px solid black; padding: 5px;"> <p>HEART Add: 1st Floor Ministry of Communication Building Telephone Number: 0093 (040) 220-123</p> </div>
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IMPORTANT NOTES

1. *Applications will be reviewed thoroughly and only those candidates will be contacted for interviews whose qualifications meet the requirement of the job.*
2. *Short listed candidates are normally contacted within a week after the deadline for applications.*
3. *Applicants at lest should have two references of the supervisor/coworkers they worked with in their CVs (if any).*
4. *All documents/Certificates should be attached with the CV.*
5. *Afghan Telecom is an equal opportunity employer and applications are reviewed based on merit and without regards to applicants race, ethnicity, beliefs, age, gender, marital status and physical or mental disability.*