

NICDC LOGISTICS DATA SERVICES LIMITED

Recruitment for the post of “Senior Manager (Legal & Contract Management)”

COMPANY PROFILE:

NICDC Logistics Data Services Limited was incorporated on 30th December 2015 as a joint venture company between National Industrial Corridor Development and Implementation Trust (NICDIT) (formerly known as DMIC Trust) & NEC Corporation Japan with 50% equity from both parties.

The objective is to provide the Export-Import Container visibility service across India along with comparative performance metrics for all Logistics Container Operators to enable the users in taking informed decisions.

The flagship product of the company “Logistics Databank System (LDB System)” would be an overarching solution that will integrate the information available with various agencies across the supply chain to provide detailed real time information within a single window.

The company’s vision is to reduce the overall lead time of the container movement by streamlining the operations and help in reducing the transaction cost for the Government of India as a result of predictability & optimization achieved through the system.

JOB DESCRIPTION AND KEY RESPONSIBILITIES:

- Drive the entire contracting process from creation till completion of Contracts as per requirements.
- Drafting, Vetting, Reviewing, Negotiating and Execution of all consulting contracts, EPC contracts, work orders, Subcontractor Agreements, Concession Agreement, Change Order and other additional documentation
- Prepare Addendums to Contracts and other legal documents.
- Ensure all the contracts, work orders and other relevant documentation is stored appropriately and communicated to the relevant stakeholders.
- Accountable for sending breach notice to vendors if there is any violation of contract terms and guiding vendors to e-sign the documents.
- Assisting accounts department on all payment related issues of vendors and operation department to make changes in the work order and on the status of Contracts.
- Creating and managing contract databases, preparation of negotiating guidelines, ongoing contract maintenance.
- Shouldering the onus of Legal risk identification, generating awareness, training of corporate policies and applicable regulations.
- To represent the organization for resolution of legal cases.
- To handle legal due diligence for outstation projects.
- To coordinate with internal legal team to ensure effective delivery and timely resolution of legal matters and legal due diligence.

MINIMUM REQUIREMENTS:

1. **Nationality:** Indian
2. **Age:** Candidate should not be more than 42 years as on **31st March, 2023.**
3. **Qualification:** Should have a degree in law from reputed and recognized university or institutions. Post-graduation qualification in Legal/ Contract Management/ Corporate Law will be preferred.
4. **Experience:** Minimum 10 years of experience in handling legal issues.

KNOWLEDGE AND SKILLS:

- Must possess strong domain knowledge and understanding of Corporate Laws, Corporate Governance, contract laws, registration, stamping, FEMA etc.
- Drafting of various agreements and contracts of the Company.
- Skills in organising resources and establishing priorities.
- Analytical reasoning and decision making ability.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituents in a diverse community.
- Ability to communicate effectively, both orally and in writing.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be “**Senior Manager (Legal & Contract Management)**” and reporting will be to senior officials of NLDS Ltd. The job location will be in Noida and may require frequent travel to various States.

SALARY: CTC Rs.15 Lakhs per annum

HOW TO APPLY

Duly filled application form along with the resumes may be uploaded on the Company's website i.e., **www.nldsl.in** (Careers > Current Openings > Apply Online) or the same may be sent on **hr@nldsl.in** till **03rd April, 2023** by 23:59 HRS.

SELECTION PROCESS: A Selection Committee will be constituted to short list, interview and recommend the candidate.