

Position Description



LEGAL OFFICER (NEXUS ABROAD)

1. Position Summary

The Legal Officer is a member of the Nexus Abroad team. They will be responsible for undertaking and/or supervising all project related legal research, documentation and correspondence. The role requires a high level of professional independence, strategic insight and pragmatism. The time and resource commitment associated with this role will likely fluctuate depending on the project cycle and/or need, and therefore requires an optimistic, flexible and cooperative attitude.

The Legal Officer reports to the Project Managers of Nexus Abroad.

2. Selection Criteria

Positions Available: 1

Eligibility

1. Enrolled student at the University of Melbourne until at least December 2011
2. Willing to commit a minimum of five hours per week, excluding meetings, during non-exam periods
3. You agree to check your preferred email account daily and respond within 48 hours

General SIFE Selection Criteria

1. Passion and belief in helping others
2. Very strong commitment to the team
3. Advanced level of verbal and written communication
4. Ability to meet deadlines
5. High level of professionalism
6. Ability to work effectively in a team

Role Specific Selection Criteria

1. Proven work experience within a legal practice/governmental organization (e.g. legal internship/clerkship)
2. Excellent legal research skills
3. Excellent legal writing skills
4. Excellent attention to detail
5. High level of autonomy and self-reliance

6. A passion for philanthropy and developmental work

Additional Desirable Selection Criteria

1. Later year law student (4th year LLB or 2nd year JD student)
2. Academic background in Developmental Studies and/or Commerce
3. High level of interpersonal, management and negotiation skills
4. Current or former member of a law review (e.g. MULR or MJIL), or similar editorial experience

Time Commitment

1. One one-hour weekly meeting (usually none during exam periods)
2. Average of five hours per week in project tasks (average of 1-2 hours during exams)

3. Responsibilities

Legal Research

The Legal Officer will be primarily responsible for undertaking legal and regulatory research in relation to:

- Nexus Abroad's ability to attain DGR status (or similar tax deduction status)
- The optimal organisational governance structure for a Board of Governors in Ghana
- Identifying the legal risks/liability associated with establishing an international volunteer program

Legal Documentation

The Legal Officer will be responsible for drafting the following documents (under supervision):

- A memorandum of understanding to delineate the roles and responsibilities of governors within a newly formed Ghanaian Board of Governors
- A legal disclaimer against liability for a volunteer program

Other

- Provide executive administrative support to the SIFE Executive Committee where required

4. Other Information

Organisation Unit

Students In Free Enterprise (SIFE) is a network of over 38,000 students, studying at more than 1,500 universities around the world, who endeavour to use classroom knowledge to address socio-economic problems in their local or international communities. With the assistance of academic and business leaders, SIFE students are committed to making a difference by creating sustainable economic opportunities for disadvantaged groups.

SIFE teams manage a diverse portfolio of projects, which operate on the principles of market economics, education and training, entrepreneurialism, financial management, business ethics and sustainability. At a global level, SIFE is supported by hundreds of leading companies and organisations that believe in securing a future led by ethical

business leaders with a broad worldview and a commitment to helping others. Every year, SIFE students are changing the lives of millions of people, whilst developing the skills to become socially responsible business leaders.

The University of Melbourne SIFE team is helping those left out of the free market economy to gain the education, skills, and experience to achieve increased access, opportunity and success. They see growing social inequality and environmental degradation as market failures, and are working to close these gaps – one student-led initiative at a time – for positive change.

The University of Melbourne SIFE is the largest SIFE team in Australia with an active membership of 62 students who spend 22,978 hours annually on 3 projects. In July 2007, the team was named SIFE Australia National Champions and reached the semi-finals of the SIFE World Cup in New York, representing Australia amongst the leading 44 teams from around the globe.