

## VACANCY NOTICE

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**Position Title:** Lawyer

**No. required:** 2

**Department:** Legal

**Reports to:** Head of Legal Department

**Location:** Field, Albania

### **Key Responsibilities:**

- ✓ Provide legal advice and support to legal issues;
- ✓ Provide support and suggestions for legal process and litigations;
- ✓ Petroleum Agreement & Licensing Agreement interpretations;
- ✓ Contract's translations and review for conflict with Albanian Law and analyze and identify legal risks and implications;
- ✓ Draft, review and administer correspondence and legal documentations;
- ✓ Preparation of documents that are submitted in the court;
- ✓ Police and Prosecutions coordination/cooperation;
- ✓ Handle ad hoc assignments.

### **Key Requirements:**

- ✓ Master's degree (or higher education) in Law;
- ✓ At least 2-3 years working experience as a lawyer in different state or private institutions or attorney at law;
- ✓ A very good level of English language spoken and written;
- ✓ Competent IT skills ( Microsoft Office programs);
- ✓ Very good analytical and organizational skills;
- ✓ Very good communication and interpersonal skills;
- ✓ A positive approach to work, and the willingness to accept additional tasks;
- ✓ Self-motivated, energetic and able to work in a team and a challenging environment.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the company.

**Applications should be sent to the Human Resources Department, by E-mail to:**

[humanresources@bankerspetroleum.com](mailto:humanresources@bankerspetroleum.com)

**Deadline for submitting applications is November 15<sup>th</sup>, 2022**

