Job opportunity

Legal Advisor

Head office, Brussels

Deadline for applications: 20 February 2022
**VVOB is an international NGO with programmes and projects in 10 countries worldwide.** Our head office is based in Brussels, Belgium.

When you join VVOB, you become a key player in VVOB’s mission to ensure quality education as a key enabler for achieving the sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. Our teams of national and international experts achieve this by providing technical assistance to governmental and other education actors. In doing so, worldwide we ensure capacity building of governmental and other education actors.

Do you share our ambition to ensure that learners around the world can enjoy their fundamental human right to quality education, without exception? Are you convinced as well that quality education guarantees equal opportunities for everyone and is the key to a better world?

We are looking for a **Legal Advisor** who will operate from our **headquarters in Brussels**. Do you want to take on this challenge? Then continue reading!

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**Purpose of the function**

As our Legal Advisor at Head Office you are the focal point for legal matters at Head Office. You will take, coordinate and follow up on initiatives to ensure VVOB is globally compliant with all applicable laws (e.g. data protection, legal registration status, sanctions laws). You will further be the primary point of contact for VVOB’s Country Teams for legal questions (e.g. support on contracts with consultants and suppliers, Intellectual Property related questions). Where needed, you will involve external legal counselors and manage their involvement. You will work closely with the colleagues in the Country Teams and at Head Office (HR, Finance, communication, Programmes Team). You report to the Global Director of Finance.
You will:

- After carrying out a needs analysis, you provide both short- and long-term strategic advice, information, and guidance on applicable laws and regulations on relevant topics (data protection, legal registration status, sanctions laws, contract law), both for VVOB as for Fiabel (Federation of Institutional Actors in Belgium). You follow up on new legal developments in these fields.
- You implement and coordinate efforts to ensure that VVOB is globally compliant with all applicable laws and regulations (focus on data protection, legal registration status, sanctions laws, contract law).
- You support the Procurement Department at VVOB Head Office and VVOB Country Teams in reviewing and negotiating contracts with consultants and suppliers.
- You assist the Financial and HR Departments at VVOB Head Office and VVOB Country Teams concerning updates of the VVOB Financial and HR manuals. Based on your knowledge of legal developments, you advise on updates that may be required from time to time.
- You work together with the Grants Coordinators to develop templates for subrecipient agreements or other agreements. You may also be asked to provide support on reviewing grant agreements with donors.
- You are the primary point of contact for VVOB Country Teams for legal questions of any kind.
- You are in charge of all legal ‘housekeeping activities’ (publications in the Belgian State Gazette, updating the Crossroads Bank for Enterprises, (local) registrations)
- You evaluate, contract and manage the needs for external legal advice globally and coordinate their input and support. Together with the Global Director of Finance, you will monitor the budget for external legal advice.
- You reach out to legal advisors of relevant partners, institutions and organizations, represent VVOB in relevant platforms and proactively look for synergies and complementarities in legal matters.
- You contribute to internal and external knowledge development and learning, by systemizing lessons learned and sharing pro-actively lessons learned between partners, colleagues and other VVOB Country teams.
If you’re our Legal Advisor, your workweek at the office will include the following highlights:

You log in to Teams for a discussion with a colleague of the VVOB Financial Team in Zambia who is negotiating an agreement with a consultant. Together, you review the comments that the consultant made regarding VVOB’s standard service agreement.

You have an email in your inbox from the Global Director of Finance. A recent audit of the activities in Cambodia has shown that the registration is outdated. You call the Operations Manager in Cambodia and you agree upon a step plan to update the registration.

You have a planned conference call with the Operations Manager of Ecuador. You want to have a good picture of which personal data the Country Office collects. You explain the legal concepts to the Operations Manager and you agree that she will collect the relevant information from her colleagues. Next week, you will have similar meetings with the Operations Managers of the other VVOB Countries which will all inform your legal analysis.

Off to a Lunch seminar organized by a legal firm, where you learn about new legal developments in commercial contracts. You leave with new insights and a few interesting new contacts.

You head back to the office for a meeting with the Global Director of Finance to go over your agenda. In addition to team meetings, you propose to plan in an online meeting with an external legal firm to discuss the validity of a contract template under Rwandan law in view of a recent change in law.

Does this look like your dream job? Then read on and check whether your profile matches the job requirements!
Who are you?

Your expertise and experience

- A Master’s in Belgian Law; additional legal qualifications are a plus;
- At least 5 years’ work experience as a lawyer or legal advisor, preferably with:
  - extensive experience in Commercial Contracts and Data Protection, experience in intellectual property, compliance matters and/or HR is a plus.
  - experience working in an international environment and across various legal jurisdictions
- Experience with working in a multicultural team;
- You are authorised to work in Belgium;
- Language: Strong command of English and Dutch. Language skills in French are a plus.

Matching competences

VVOB core competences:

- Cooperation
- Result Orientation
- Continuous Improvement

Function specific competencies:

- Communication skills
- Creativity
- Development Oriented
- 360° empathy
- Problem Analysis & Judgement
What we’re offering:

- An exciting job in a growing organisation with varied responsibilities and opportunities for professional development;
- A fulltime contract of indefinite duration
- This position is subject to funding approval
- Salary according to salary scale A111 (cf. Flemish government); free travel to work by train, tram, subway or bus; meal vouchers; hospitalisation insurance and group insurance
- The possibility to work 50% from home in order to align your work and private life in the best possible way.

Join us:
As from March 2022

What’s next?

Your motivation letter and a detailed CV are expected no later than February 20th. Please use the webform to apply for this vacancy: [https://www.vvob.org/en/werken/ind/legal-advisor](https://www.vvob.org/en/werken/ind/legal-advisor)

Shortlisted candidates will take a written test, go through an interview process and an assessment, before a final offer.

VVOB firmly believes that quality education can only be achieved if equity is ensured. Qualities of people prevail, regardless of age, gender, ethnicity or disability.

Is this not exactly the job you are looking for? Please have a look at our other vacancies at: [https://www.vvob.org/en/vacancies](https://www.vvob.org/en/vacancies).