

## Scope of Work

Purpose : To assist, propose, amend, laws, bylaws, MOU's, and Concessions agreements, in order to enhance, the capacity building of PIEFZA, and prepare better incentives in order to attract business in JAIP.

### Tasks :

- Collecting information on the current status of laws and regulations relating to PIEFZA's activity
- Review, propose the procedures to modify existing PIEFZA Law bylaw, and regulations
- Provide a legal opinion over existing law and propose modifications in accordance to matches the new updated law in other related PA institutions, related to investments operation of free IEs and its criteria, licensing system, Businessmen membership cards, logistics and so on, In addition to that to participate with the senior civil Engineer to develop work procedure(s) and develop trade at IEs level (import and export)
- Advice senior management and project management on legal aspects
- Participate in negotiations with existing and potential developer on legal aspects
- Participate in preparing reviewing all kind of MOU;s, contracts, and legal positions.
- Participate on subcommittee and committees, which is related various proposed operation divisions within the organization projects,
- Enhance PIFFZA projects, by providing legal support on developing their project legal capability,
- Suggesting work plan showing recommendable step of action that PIEFZA should take
- Analyzing PIEFZA's capacity and improvement measures regarding legal and regulative issues
- Drafting internal regulation of JAIP
- Monitoring progress of the suggested work plan

- Assisting PIEFZA staff members in dealing with legal and regulative issues
- Contributing to any necessary support that Japanese experts have requested involving the success of the project

Deliverables :

- Review on the current status of laws and regulations relating to PIEFZA's activity
- Work plan for improvements required to provide incentives
- Recommendations to develop PIEFZA's capacity to deal with legal and regulative issues
- Draft internal regulation of JAIP
- Interview memos to relevant organizations
- Progress monitoring report
- Completion report
- Monthly activity report

Requirement:

- 10 years or more of professional experience in the field of legal management
- Formal Licensing certificate by Palestinian Association.
- Ability to work under pressure in a team environment as well as leader.
- Good communication skills.
- Excellent interpersonal skills and ability to work in a multicultural environment.
- Advanced English and Arabic written and spoken language skills are essential.
- Computer skills and knowledge of relevant software.