



STAVROS
NIARCHOS
FOUNDATION
CULTURAL
CENTER

ΚΕΝΤΡΟ
ΠΟΛΙΤΙΣΜΟΥ
ΙΔΡΥΜΑ
ΣΤΑΥΡΟΣ
ΝΙΑΡΧΟΣ

Δικηγόρος Lawyer

Designed by the architectural firm Renzo Piano Building Workshop, the Stavros Niarchos Foundation Cultural Center (SNFCC) is a sustainable, world-class cultural, educational and recreational urban complex that includes the new building facilities of the National Library of Greece and the Greek National Opera, alongside with the Stavros Niarchos Park. It was constructed through a grant from the Stavros Niarchos Foundation and was transferred to the Greek State in February 2017.

SNFCC Single Member S.A. is a public benefit organization, responsible for the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time, developing its own cultural, educational and sports programming, open to all and free of charge, thanks to an exclusive grant from the Stavros Niarchos Foundation.

SNFCC Single Member S.A. is an employer that provides equal opportunities, through prohibiting discrimination against employees or candidate employees regarding their race, skin color, religion, nationality, ethnic origin, gender, age, disability, marital status, sexual orientation or any other category protected by the law. SNFCC Single Member S.A. ensures that all candidates will be treated equally with accordance to their qualifications and the conditions laid down by the law.

The **Legal Department** handles all legal affairs of the Organization and ensures that the Organization operates pursuant to applicable rules and regulations, in order to safeguard and protect its interests.

SNFCC is currently looking for a **Lawyer**, reporting to the Legal & Governance Director. The **ideal candidate** manages, organizes and oversees legal affairs and matters of the Organization and contributes to the sound corporate operation of the Organization.

Main duties and key responsibilities

- Legal research
- Follow-up on legal developments, briefing the Organization's staff and executives
- Drafting, formulating and negotiating contracts and corporate texts
- Preparation and monitoring of calls for tenders and procurement procedures
- Communication with competent authorities, as required
- Representation before Courts and Authorities

- Cooperation and provision of all kinds of legal advice to staff and executives of the Organization
- Identification of the legal issues and needs of the Organization
- Organization and management of requests submitted to the Legal Department, coordination of actions (in subsectors of operation)
- Contribution to the development of internal procedures
- Effective communication and management of external legal counsel and advisers
- Maintaining and updating the Organization's Legal Archive and Contract Archive, in accordance with the relevant internal procedures
- Contribution to expanding and developing initiatives in matters related to the scope of the Legal Department
- Training and coaching the intern of the Legal Department

Requirements

- Law degree
- Postgraduate degree in a relevant field (see below)
- Proven work experience of at least 4-8 years, after obtaining the license to practice law (PQE) in a similar position (i.e., legal department of an organization or a law firm with a related scope)
- Experience in the field of corporate law, commercial and civil law, personal information protection law. Good knowledge of intellectual property law.
- Experience or very good knowledge of procurement procedures, particularly public law procedures
- Basic litigation experience
- Experience in drawing up, developing and negotiating contracts and key corporate texts (minutes of meetings, decisions of corporate bodies, texts of articles of incorporation and bylaws)
- Excellent writing and speaking skills in Greek and English. Knowledge of a second foreign language will be considered an additional asset.
- Proficient in MS Office (excellent in Word, very good in Excel and PowerPoint)
- Excellent organizational skills, working within set deadlines
- Emphasis on detail, in-depth understanding and management of issues
- Understanding of legal issues and risks
- Accountability (hands-on approach)
- Ability to manage multiple projects and requests, participation in various different working groups
- Excellent written and oral communication skills: superb use of language
- Team spirit
- Persistent drive for learning and self-development
- Understanding and accepting the Organization's objectives and broader scope

Application process:

- The submission deadline is February 27, 2022 at 23:59 EET
- Candidates must submit their resume and a brief letter of interest [HERE](#).

- All applications will initially be assessed by an independent human resources consulting firm. Interviews with shortlisted candidates will follow. All candidates will be notified of the recruitment process completion.
- All SNFCC facilities and offices are fully accessible to Persons with Disabilities