



EMVO: Job Description for In-house Counsel

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JOB DESCRIPTION FOR IN-HOUSE COUNSEL

Manager's Signature

Tobias Beer		
Customer & Partner Manager	Signature	Date

Employee's Signature

In-house Counsel	Signature	Date

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1. Job Title

In-house Counsel

2. Department

Commercial & Partner Management Department

3. Job purpose

Responsible for all legal affairs following the strategic directions of the EMVO Head of Commercial & Partner Management.

4. Duties and responsibilities

The duties and responsibilities can be structured under the following two headlines:

1. Legal affairs

- Draft and solidify agreements, contracts and other legal documents to ensure the company's full legal rights
- Deal with complex matters with multiple stakeholders and forces
- Give accurate and timely counsel to executives in a variety of legal topics (labor law, partnerships, international ventures, corporate finance etc.)
- Collaborate with management to devise efficient defense strategies
- Specify internal governance policies and regularly monitor compliance
- Research and evaluate different risk factors regarding business decisions and operations
- Apply effective risk management techniques and offer proactive advise on possible legal issues
- Provide clarification on legal language or specifications to everyone in the organization
- Conduct your work with integrity and responsibility
- Maintain current knowledge of alterations in legislation
- Communicate and negotiate with external parties (pharmaceutical companies, National Medicines Verification Organisations (NMVOs), regulators, external counsel, public authority etc.), creating relations of trust

2. Support and Align National Implementation Projects

- Manage and organise contractual on-boarding of National Medicines Verification Organisations (NMVOs)
- Manage the Progress Monitoring of NMVO/NMVS for all participating countries and ensure they follow procedures and meet objectives
- Implement and manage the NMVO/NMVS Project Management Community
- Consult, communicate with and visit the National Stakeholder Organisations
- Coordinate cross-project communication and activities



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5. Qualifications

- Proven experience as a legal counsel in business environment
- Excellent knowledge and understanding of corporate law and procedures
- Full comprehension of the influences of the external environment of a corporation
- Demonstrated ability to create legal defensive or proactive strategies
- High degree of professional ethics and integrity
- Sound judgement and ability to analyse situations and information
- Outstanding communication skills
- BSc degree in Law or J.D. degree

6. Direct Reports

Reports to

Head of Commercial & Partner Management
