

# Exciting career opportunity



## Partnerships and Legal Manager

**REPORTS TO:** Team leader & Program Manager

**JOB REF:** ASGF/003

**DEPARTMENT:** ASG Foundation

### Job / Role Purpose:

The job holder will provide counsel to the ASG Foundation leadership on partnership and legal matters and take responsibility for management of priority partnerships of the ASG Foundation.

### Key duties and responsibilities

- **Strategic Leadership:** The job holder will be a member of the Management team and support the Foundation in shaping strategy and implementation of ASG Foundation priorities, ensuring that all legal and partnership aspects of ASG Foundation operations are fully considered.
- **Legal Counsel to ASG Foundation:** Provide legal guidance and counsel to the Foundation's leadership and stakeholders on partnerships and other relevant regulations and legal requirements for the ASG Foundation, and on a wide range of legal issues in Rwanda and other countries including establishing systems for monitoring and reporting compliance issues.
- **Identification of new programmatic and resource partnerships:** Work with the ASG Foundation leadership to develop a pipeline of new potential partnerships based on an understanding of the strategic priorities, funding landscape, and how these relate to the work of the ASG Foundation. The job holder will provide technical support in drafting of partnership documents, build an understanding of unique partner and donor interests and their alignment to the ASG Foundation, and maintain accurate records of this information to support future approaches to potential partners
- **Legal Counsel to ASG Foundation:** Provide legal guidance and counsel to the Foundation's leadership and stakeholders on partnerships and other relevant regulations and legal requirements for the ASG Foundation, and on a wide range of legal issues in Rwanda and other countries including establishing systems for monitoring and reporting compliance issues.
- **Coordination of new and existing partnerships:** Manage, supervise, and evaluate the success of all partnership building measures, execute and coordinate the outreach, event planning, communication, and relationship management approach with key partners, including the core advisory partner. Connect relevant roles with strategic partners and guide their interaction.
- **Partnership communication:** Work with the leadership to ensure regular communications with strategic partners and ASG Foundation about new opportunities to collaborate, serve as a point of contact for inquiries of strategic partners and consistently build and maintain partnership trust.
- **Knowledge sharing:** Identify key events and opportunities in which ASG Foundation should engage and work with ASG Foundation team to prepare necessary materials for such events, in collaboration with the leadership team. Attend appropriate and relevant sector and potential/ existing partner related events and appropriately articulate key programmes and priorities of the ASG Foundation.
- **Resource mobilisation:** Work with ASG Foundation leadership to develop partnership propositions for prospective donors taking into account their priorities, and the Foundation's programme development opportunities. The job holder will support implementation of the ASG Foundation fundraising strategy and ensure regular monitoring of the fundraising environment.
- Perform other work-related ad hoc duties as may be requested by the supervisor from time to time

### Expected Outputs/ Deliverables

- Communication and relationship management approach with key stakeholders
- Effective relationship management with partners and stakeholders
- ASGF representation
- Efficient ASGF stakeholder engagement
- Contracts and agreements
- Partnership Negotiations
- Legal representation
- Efficient ASGF stakeholder engagement
- Monthly status reports.
- Compliance reports

### Educational Requirements

- Master's degree in law from recognised institution or master's degree in public policy, communications studies or a relevant field from recognised institution.
- Bachelor's degree in law or a relevant field with honours from a recognised institution.

### Related Job Experience

- 5-7 years of experience in corporate law or related practice, with a minimum of 5 years' experience in providing legal counsel to organisations.
- Experience in institutional law and previous experience in establishing foundations and educational institutions preferred.
- Proven track record of implementing legal structures and managing end to end legal process of new entities.
- Proven track record of relevant professional experience in partnership management and communications.
- Experience in identifying, planning, and managing partnerships for a university or a relevant organization.

### Required Technical Knowledge/Skills

- In-depth knowledge or ability to understand local education laws and governance with experience planning, designing, and managing legal frameworks.
- Superior ability to build trust with relevant partners such as public authorities, associations, funding institutions, corporates, and start-ups

### Required Behavioural Skills

- Analytical thinking and problem solving
- Excellent decision-making
- Assertiveness
- Entrepreneurial thinking
- Project management
- Transparency and accountability
- Integrity
- Teamwork
- Innovativeness
- Self-drive

### Terms of Employment and Remuneration

- You will sign an employment contract with the ASG Foundation and be a member of leadership team of the ASG Foundation.
- The work will be carried out in Kigali, Rwanda (There may be instances where local/international travel is required).
- Competitive salary with comprehensive healthcare.

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for any of the roles, please complete and submit your application via the following link: [Application Form for ASGF Staff Recruitment](#). All applications must be submitted via the online application form at this link.

**\*Please note that only shortlisted candidates will be contacted.\***