



## **NRN Infrastructure and Development Limited (NRNIDL)**

NRN Infrastructure and Development Limited (NRNIDL), a prominent entity listed on the Nepal Stock Exchange, was established in 2012. Since its inception, NRN Infrastructure and Development Ltd has expanded its operations into various sectors, such as hydropower, banking, microfinance, renewable energy, and other economic infrastructures. Currently, NRNIDL is on the lookout for a seasoned and dynamic professional to take on the following role.

### **Position: Legal and Compliance Officer.**

| <b>Job Details</b>     | <b>Description</b>                     |
|------------------------|--|
| <b>Job Level</b>       | Junior/Mid-Level Management (O1 to M0) |
| <b>No of Vacancy</b>   | 1                                      |
| <b>Employment Type</b> | Full Time                              |
| <b>Location</b>        | Kathmandu, Nepal                       |
| <b>Remuneration</b>    | Competitive                            |

The Legal and Compliance Officer will play a pivotal role in ensuring the investment company adheres to regulatory standards, ethical practices, and industry-specific guidelines. This position requires expertise in investment regulations, risk management, and a commitment to upholding the highest standards of integrity within the financial sector.

### **Key Responsibilities:**

#### **Legal Advisory:**

- Provide legal counsel to various departments on a range of matters, including contracts, regulatory compliance, intellectual property, employment law, and corporate governance.
- Interpret laws, rulings, and regulations relevant to the organization's operations and activities.
- Draft, review, and negotiate contracts, agreements, and other legal documents to protect the organization's interests.
- Advise senior management on legal risks and potential impact on business decisions.

#### **Regulatory Compliance:**

- Monitor and interpret federal, state, and industry-specific regulations and assess regulatory developments affecting the organization's operations and industry.
- Develop/update and implement compliance programs and policies to ensure adherence to legal requirements.
- Advise senior management on compliance requirements and potential risks related to investment activities.
- Ensure compliance with contractual obligations and manage contract renewals, terminations, and amendments.
- Coordinate with external counsel, regulators, and industry associations as necessary.

#### **Investment Compliance:**

- Oversee compliance with SEBON regulations, including but not limited to the Securities Act 2063; Company Act 2063, and other applicable laws.
- Conduct periodic reviews of investment portfolios to ensure adherence to internal policies and regulatory guidelines.
- Coordinate with portfolio managers and analysts to address compliance-related issues and concerns.

**Risk Management:**

- Conduct comprehensive risk assessments to identify potential compliance vulnerabilities and recommend strategies to mitigate potential Risk.
- Monitor compliance metrics and provide regular reports to senior management and BOD on compliance status and emerging risks.
- Assist in the development of risk management policies and procedures.

**Litigation and Dispute Resolution:**

- Manage or assist in managing litigation matters, including working with external counsel, gathering evidence, and representing the organization in legal proceedings when necessary.
- Facilitate alternative dispute resolution processes, such as mediation or arbitration, to resolve conflicts efficiently.

**Administrative and Human Resource Management**

- Support the development and implementation of HR initiative and system and procedure.
- Create and implement effective on boarding plan, develop training and development program, review employment and working condition to ensure legal compliance.
- Draft, profound, and edit correspondence, reports, and other documents.
- Provide other administrative support to senior management, department heads, and staff as needed.

**Stakeholder Collaboration**

- Collaborate with internal departments, external counsel, regulatory agencies, and other stakeholders to address legal issues and achieve organizational objectives.
- Develop and deliver compliance training programs tailored to investment professionals and support staff.
- Foster a culture of compliance by promoting ethical behavior and adherence to company policies.

**Reporting and Documentation:**

- Prepare and submit required regulatory filings, reports, and disclosures in a timely and accurate manner.
- Maintain comprehensive records of compliance activities, audits, and investigations

**Qualifications:**

- Bachelor's degree in Law, Finance, Business Administration, or a related field, advance degree in Infrastructure Law is preferred
- Minimum of 2 years' experience in legal and/or compliance roles preferably in investment industry.
- Strong understanding of regulatory environments and regulatory frameworks, deep understanding of Company Act 2063, Securities Act 2063, Non Residence Nepali Act 2064, Foreign Investment and Technology Transfer Act 2075 and other prevailing Law and Regulations
- Demonstrated expertise in risk assessment, mitigation strategies, and compliance program development.
- Hands on experience of dealing with regulators like OCR, SEBON, NEPSE etc.

**Preferred Skills:**

- Demonstrated ability to handle sensitive and confidential information with discretion.
- Ability to collaborate effectively with diverse teams and stakeholders.
- Excellent analytical, problem solving, and decision making skills
- Proficiency in compliance management tools.
- Excellent communication, analytical, and problem-solving skills.
- Demonstrated ability to navigate complex regulatory landscapes and implement effective compliance solutions.