

Amaar Real Estate and Tourism Development Company, the real estate and tourism investment arm of Palestine Investment fund (PIF) and the leading real estate and tourism development Company in Palestine is soliciting a qualified candidate to fill the position of :

CONTRACTS COMPLIANCE OFFICER

Responsibilities :

- Draft, review and negotiate a variety of commercial contracts, including sales and purchases of goods and services. TORs, etc.
- Analyze contract requirements, special provisions, terms and conditions to ensure compliance with all applicable laws and regulations.
- Ensure that all agreements are prepared, revised and executed in consultation with the relevant departments and personals, and in accordance with Amaar's approved policies and procedures.
- Provide legal support to commercial and sales teams, including the review and analysis of requests for proposals and terms of sales etc.
- Maintain and update contract files and records, including a hard, signed original copy of the contract and all on-going correspondence, amendments, clarifications, payment schedules, etc.
- Monitor contracts to ensure that progress is being made in line with agreed timeframes and towards providing the contract deliverables.
- Analyze potential risks that contract changes may pose to the company and provide legal opinion on mitigating these risks.
- Prepare contract change notices, including the reporting and status of contractor deliverables.

Requirements :

- Bachelor's degree in Law or related fields.
- Member of Palestinian BAR association.
- Proven related experience as a contract compliance officer with a minimum of (3) years related experience.
- Excellent negotiation and problem solving skills
- Excellent attention to detail and accuracy
- Excellent communication, analytical and organizational skills.
- High proficiency in English language, both reading and writing.
- Computer skills: proficiency using Word, Excel, Outlook and Microsoft Project.

How to Apply:

Qualified candidates are invited to submit their resumes to **hr@amaar.ps** with subject name "Contracts Compliance Officer", no later than January 27, 2018.

We thank all applicants for their interest, but regret that only short-listed candidates will be contacted.