



Бос жұмыс орны 08.02.2020 бастап 08.03.2020 дейін жарамды

**Құқық кеңесшісі**

**Legal Advisor**

**Құқықтану / Құқықтану**

Кәсіпорын: Товарищество с ограниченной ответственностью "Kaz Project Operating"

Еңбекақы: 300 000 бастап 600 000 теңгеге дейін

Толық жұмыс күні, тұрақты жұмыс, еңбек жағдайы қалыпты

**Бос жұмыс орны  
туралы ақпарат**

Аймақ Атырау облысы / Атырау қ.

- University law degree;
- Work experience 3 years in corporate legal issues;
- Practical skills on drafting of legal documents and official letters.

**Required Competences:**

- aptitude to work within a multicultural and multi-stakeholder environment
- good analytical skills
- good communication skills both orally and in writing
- good spoken and written English
- good planning and organization (accuracy and attention to details) skills
- backbone and diplomacy in handling sensitive matters.

**Responsibilities:**

- Member of the Inspections & Litigation Department in Company's Legal Directorate to provide support in a pro-active, timely, cost-effective and professional manner;
- Ensure that legal considerations, including mitigation of legal risks identified by the Department, are taken into account in operations, planning activities and relations with the Republic of Kazakhstan (RoK) government, the Contracting Companies and other relevant third parties;
- Monitor relevant legal developments and communicate these to the business and functional Directorates;
- Give advice on compliance with the NCSPSA & JOA, and relevant RoK and other applicable laws to the business and functional Directorates;
- Contribute to maintaining liaison with the Authority under the NCSPSA and other RoK governmental bodies, including the General Prosecutor's Office, the local environmental authorities, security services, emergency situations authorities, tax and customs authorities with oversight by a Managing Counsel or the Legal Director;
- Support Company in meetings and negotiations with the Authority, other RoK governmental bodies and other third parties with oversight by a Managing Counsel or the Legal Director;
- Liaise with shareholders' lawyers on relevant legal issues with oversight by a Managing Counsel or the Legal Director;
- Work with external counsel and notaries;
- Represent the Company in all courts of the Republic of Kazakhstan during consideration of civil, administrative and criminal cases, in state authorities during review of administrative cases and complaints (appeals) filed by the Company, to perform legal actions on protection of the rights and interests of the Company and its officials with consultation with senior lawyers and oversight by the Managing Counsel or the Legal Director;
- Provide legal support to all Company's Directorates and Divisions during conducting of the state inspections (legal advices, visiting inspected facilities, customs inspection of goods, interrogations, providing explanatory notes, participation in inspection and investigation actions), initiated by the state authorities, prosecutor's offices, national security authorities, state border and others with oversight by the Managing Counsel or the Legal Director;
- Perform such other duties and tasks as may be assigned by a Managing Counsel or the Legal Director.

**Level II:**

- Under supervision, performs work that is varied and that may be somewhat difficult in character, but usually involves limited responsibilities.
- Some evaluation, originality or ingenuity is required.

**Conditions:**

Atyrau, 5/2.

Резюме высылать на почту: maxim.s@kpop.kz

## Жұмыс іздеушіге талаптар

Мамандық бойынша өтілі	3 жыл
Кәсіби дағдылар	пайдалану туралы заң; (міндетті) орындауды реттейтін заңнама; корпоративтік салық заңнамасы; шарт ережелерін түсіндіру;
Білім деңгейі	жоғары
Меңгерген тілдері	Қазақ - жетік деңгей Орыс - жоғары деңгей Ағылшын - жоғары деңгей
Жеке қасиеті	Интернеттің негізгі білімі; электрондық поштаны пайдалану; көп тапсырма;

## Кәсіпорын туралы ақпараттар

Қызметкерлер саны	600
Кәсіпорын туралы ақпарат	<b>TOO «Kaz Project Operating»</b> - казахстанская компания, предоставляющая высококвалифицированных специалистов в области инжиниринга и строительства для различных нефтегазовых проектов в Казахстане и других странах. Мы завоевали доверие взыскательных нефтегазовых компаний Казахстана, а также их основных подрядчиков благодаря нашей специализации в области предоставления квалифицированных человеческих ресурсов для осуществления проектно-конструкторских работ, строительного контроля, контроля качества и инспекций, ввода объектов в эксплуатацию, а также для эксплуатации и обслуживания объектов. Наши основные проекты находятся в Казахстане, но мы расширяем свою деятельность на международном рынке, в частности в России и Азии.
Байланыстағы тұлға	Паливала Ирфан Мохаммед Фарукх
Кәсіпорынның аймағы	Ақмола облысы / Зеренді ауданы
Кәсіпорынның мекен-жайы	Победы көшесі 62 501а