



Nicosia	27/08/2018
File no.	CHC-2018-Legal Advisor

Vacancy Notice

Name of the post: Legal Advisor

Reporting to: General Manager

About Cyprus Hydrocarbons Company (CHC)

The **Cyprus Hydrocarbons Company** was set up in March 2014 to act as the Commercial and Technical arm of the Government of Cyprus on matters relating to the exploration, production and monetization of Oil and Gas reserves from the Exclusive Economic Zone (EEZ) of Cyprus.

Its main tasks are the following:

- Marketing of GoC ownership interest of produced hydrocarbons.
- Participation on behalf of the Government of Cyprus (GoC) in reservoir evaluation, appraisal and full field development lifecycle, with the objective of achieving best development solution for the GoC.
- Management of technical operation and financial aspects of product sales for GoC share.
- Manage any possible GoC ownership interests in large infrastructure projects.
- Undertake responsibility for upstream and mid-stream assets upon Contractor's termination or relinquishment of these assets.
- Possibly expand activities to include upstream and midstream hydrocarbon operations.

1. Main purpose of the post

Under the supervision of the General Manager, the Legal Advisor will be expected to provide all aspects of legal support to the activities as assigned. He/she will be participating in issues pertaining to the operation of the company and management of external specialist legal advice. The position will also provide engagement to CHC commercial operations as needed.

2. Key Roles and Responsibilities

The Legal Advisor will be expected to contribute as assigned/guided by the General Manager to the following range of activities:

- Management of specialist legal advisors including scope of work definition and deliverables review.
- Monitoring of all laws and regulations pertaining to hydrocarbons and broader energy sector in Cyprus and the European Union.
- Management of all legal issues pertaining to the operation of the Company including provision of advice to the Board of Directors.
- Supervision and oversight on all legal issues associated with current and future contracts.
- Advising on compliance requirements and corporate governance.
- Support in commercial negotiations.

3. Candidate Requirements

a. Qualifications and Professional experience:

- LLB.
- LLM in either Oil and Gas Law, Public International Law, Commercial Law or Corporate Law.
- Qualified Lawyer.
- Minimum of 7 years of overall legal work experience.
- Experience with oil and gas activities (preferred).

b. Language skills, Computer skills and Social skills:

- Fluent in English, both written and spoken essential.
- Fluent in Greek, both written and spoken essential.
- Strong interpersonal skills, well organized, proactive and delivery-minded.
- Excellent presentation skills.
- Excellent communication skills.
- Ability to work effectively with a multi-disciplinary team.
- Willingness to learn new skills.

4. Additional Information

For applications to be valid, candidates must submit:

1. A recent CV
2. Personal statement approximately a single page (800 words)

In the personal statement you should describe:

- a. how your personality, education and professional experience makes you an appropriate candidate for this post,
- b. why you would like to work for CHC

3. Provide two reference letters

The application will not be accepted if the dossier is incomplete.

Applications should be in English and should be sent by email to HR@chc.com.cy with the subject “**CHC-2018-Legal Advisor-Application**”.

5. Closing Date

Applications must be sent no later than 12:00 pm (Cyprus time) on 24/09/2018. CHC will disregard any application received after that date and time.

Only applicants selected for interview will be notified.

6. Important information for candidates

Failure to comply with the job specification requirements and the application process as described above will result in a disqualification of the applicant concerned.