

Job Title	Manager II – Legal Affairs
Department/Institute	Office of the Principal/CEO
Reporting to	Director responsible for Data Protection and Legal
	Affairs
Main Objective	Provide legal advice and support

- Collaborate with various departments on legal issues, offering counsel on all aspects of MCAST's operations and management.
- 2. Draft, review, and negotiate agreements, Memoranda of Understanding (MoUs), templates, and other legal documents pertinent to MCAST.
- Provide guidance on data protection matters and support the Data Protection Officer (DPO) to ensure compliance with data protection regulations within the College.
- 4. Support the DPO in conducting awareness-raising meetings and training sessions, as needed.
- 5. Assist in advising on the development and drafting of policies and procedures.
- 6. Provide assistance, if required, in matters pertaining to litigation or potential litigation.
- 7. Maintain internal filing systems related to legal and data protection matters.
- 8. The list is not exhaustive and management may change tasks if and when required and according to the exigencies of MCAST and its subsidiaries.