



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

1. 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.
3. 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.