



Microland is India's first Hybrid IT Infrastructure Services provider and a trusted partner to enterprises in their IT-as-a-Service journey. Incorporated in 1989 and headquartered in Bangalore, India, Microland has 3400 specialists across its offices in Europe, Middle East, North America and India.

Microland enables global enterprises to become more agile and innovative through a comprehensive portfolio of services that addresses hybrid IT transformation, workspace transformation, service transformation and end-to-end IT Infrastructure Management. Microland leverages analytics, automation and assurance to deliver reduced TCO, greater IT-Business Alignment and higher SLAs for its customers, through a unique IP built into its service delivery platform.

Microland has been rated amongst the Top 10 Infrastructure Management Providers by Global Services, Microsoft's Best Indian Infrastructure Partner for the 8th consecutive year, Major Contender in IT Infrastructure Services & Emerging Player in Cloud Infrastructure Services by Everest Group, one of the leading service providers in Remote Network & Voice Infrastructure Management Services by Gartner, ranked amongst the Top 20 Global Cloud Computing Companies by CIO Review and the Top 20 Remote Infrastructure Management Vendors by the Black Book of Outsourcing.

Role: VP Legal & Secretarial

Location: Bangalore

Reporting to: CFO

Role Overview:

The position will provide leadership and vision to the Legal and Secretarial Organization of Microland.

Key Responsibilities:

- Provide leadership and ensure efficient and effective management of staff and resources in the Legal department.
- Provide legal protection and risk management advice to management
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate course of action have been taken
- Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements.
- Advising the board of directors on their legal and corporate responsibilities and matters of corporate governance

MAIN RESPONSIBILITIES AND ACTIVITIES	
Legal Risk	Review and provide legal advice on documents
	Provide legal protection and risk management advice to management
	Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff
Policy Development	Review and provide legal advice on documents
	Review and advice management on legal implication of internal policies and procedures
Secretarial	Promotion, formation and incorporation of companies and matters related therewith
	Filing, registering and maintaining any document including forms, returns and applications by and on behalf of the company as an authorized representative
	Arranging board/general meetings and preparing minutes thereof
	All work relating to shares and their transfer and transmission
Regulatory Compliance	Formulate compliance check lists and continuously monitor compliance with statutory obligations and advice management accordingly
Corporate Initiatives	Drive/ support corporate initiatives with regard to legal activities
People Management	Conduct/ review the performance appraisals of the team and ensure/ manage capability development for the team

Educational Qualifications:

Qualification	LLB + CS
Work Experience - No. of years	15 + Years
Nature of experience	<p>Good knowledge and experience in the following areas</p> <ol style="list-style-type: none"> 1. Proven track record of providing accurate and effective legal counsel 2. In-depth knowledge of regulatory law