

Job Description for Legal Internship

Nomura Overview:

Nomura is an Asia-headquartered financial services group with an integrated global network spanning over 30 countries. By connecting markets East & West, Nomura services the needs of individuals, institutions, corporates and governments through its four business divisions: Retail, Asset Management, Wholesale (Global Markets and Investment Banking), and Merchant Banking. Founded in 1925, the firm is built on a tradition of disciplined entrepreneurship, serving clients with creative solutions and considered thought leadership. For further information about Nomura, visit www.nomura.com.

Nomura Services India, (Powai) supports Nomura's businesses around the world. Powai's world class capabilities in trading support, research, information technology, financial control, operations, risk management and legal support have played a key role in facilitating Nomura's global operations and are an integral part of Nomura's global expansion plans. The Powai operation is a critical part of the platform to support the growth of Nomura's global business.

Divisional Overview:

Corporate Legal and Secretarial:

Comprising of commercial, employment, litigation and corporate secretarial the team advises Nomura India's domestic operations as well as supports the legal teams in Tokyo, AeJ, EMEA and the US by providing advice and assistance to all corporate functions including IT, HR, ESS and Facilities as well as by delivering non-transactional legal advice to global markets and investment banking. The team also manages all of Nomura India's litigation, employment law matters and provides corporate secretarial support services to Nomura entities.

Transaction Legal:

The team provides legal assistance to the Global Markets and Investment Banking divisions for Nomura India's domestic businesses and to the transaction legal teams to Nomura globally. The team advises and supports on matters relating to bond issuances, syndicated lending mandates, margin financing transactions, M&A advisory mandates, ISDA Master and other Industry Agreements and also drafts and negotiates prime brokerage agreements, P Note and Equity Linked Notes, and Structured Confirmations.

Position Specifications:

Qualification	Pursuing CS
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Role & Responsibilities:

Providing support for:

1. Agenda, notice and minutes preparation for board and committee meetings
2. Update policies and internal checklists as per amendments to laws and regulations
3. Track legal and regulatory changes and make presentations to the team on significant changes
4. Coordination with various functions to collate data requests
5. Preparing drafts of returns, certificates etc. to be submitted to regulators or exchanges
6. Doing research on legal provisions through reading of regulations, articles and guidance notes etc.

Key Skills:

- An attitude that is mouldable and open to learn
- Maturity in dealing with senior stakeholders.
- Well organised in data and record management.
- Excellent analytical, skills and detail oriented.
- Excellent command over the English language and first-rate written and oral communication & presentation skills.
- Resourcefulness, solution oriented and good team player
- Ability to manage multiple tasks as well as prioritize time management

Mind Set:

	Mandatory	Desired
Domain	<ul style="list-style-type: none">▪ Valid Student registration with the Institute of Company Secretaries of India (ICSI)▪ Good knowledge of Corporate laws and secretarial practices.	<ul style="list-style-type: none">▪ A student of law▪ Good general awareness of the business and financial
Technical	<ul style="list-style-type: none">• Good MS office skills especially MS Word and MS Power point	

Nomura Core Competencies:

Competencies	Behavioral Indicators
<p>Culture & Conduct Building Nomura's Culture Diversity & Inclusion Professional Integrity Self-Awareness</p>	<p>Aware of own impact Respectful attitude Professionalism Gets involved</p>
<p>Client-Centricity & Business Acumen Commerciality Client-Centricity Analytical Thinking & Problem Solving</p>	<p>Product / service knowledge Responsive, accountable Detail orientated Offers options/solutions</p>
<p>Strategy & Innovation Strategic Thinking & Change Decision Making & Judgement Agility</p>	<p>Stays up to date Thinks differently Demonstrates entrepreneurial thinking Translates strategies into plans Stays one step ahead Open to new ways of thinking</p>
<p>Leadership & Collaboration Managing Talent Recognising and Motivating Supporting, Developing & Collaborating with others Managing Conflict</p>	<p>Stays up to date Open to new ways of thinking Sees when to escalate Provides logical rationales Shows initiative to develop Leverages resources</p>
<p>Communication & Connectivity Articulation & Receptiveness Impact Connectivity</p>	<p>Recognises others' efforts Offers to assist Willing team participant Shows interest</p>
<p>Communication & Influence Articulation and Receptiveness Impact Connectivity</p>	<p>Speaks/writes clearly Aware of non-verbal behaviour Demonstrates active listening Conveys a positive image Shares information keeps people informed Builds strong relationships</p>
<p>Execution & Delivery Driving Performance Execution-Focus Planning & Organising Adaptability</p>	<p>Maintains can-do attitude Sees tasks to completion Manages day-to day work Prioritises/meets deadlines Asks questions to gain understanding Responds positively to feedback</p>

How to Apply:

Please send your CV to the email ID IndiaCampusProgram@Nomura.com with the subject line "Nomura CS Internship".