



СОС ДЕЧИЈА  
СЕЛА  
СРБИЈА

**SOS Children's Villages Serbia** is a member of SOS Children's Villages International, founded 1949, helping more than 1.200.000 people in 135 countries worldwide. We are present in Serbia since 2004, through different family strengthening and youth empowering programs, aimed at providing a loving home for every child.

In order to support our programs development and sustainability, we are looking for an enthusiastic, well organized and a committed individual for the position of:

## **Legal & Compliance Associate**

**(location: Belgrade)**

### **Mission of the position:**

Legal&Compliance Associate ensures implementation and compliance with all legal and another acts relevant to the work of the SOS Children's Villages Serbia, including the regulation of the International Organization of SOS Children's Villages, through the creating and implementation of internal and general legal acts.

Leads the process of compliance of the Foundation's business according to all relevant legislation

### **Key performance areas and responsibilities:**

- Creating and implementation of general and individual legal acts and managing all legal tasks
- Representing the Foundation's and its projects/programs before relevant state institutions
- Performs activities related to advocacy of children's rights – monitoring and implementation of the UN Convention on the Rights of the Child, other international, national and SOS Children's Villages regulations
- Being up to date with changes of all relevant legislation and providing legal guidance and interpretation, especially in the field of social protection and other legislation related to non – profit organizations
- Monitoring the compliance of the Foundation's work with the relevant legislation and national and international standards
- Monitoring the compliance in the field of GDPR an creating of all relevant acts
- Participating in the preparation, control and updating of internal acts in the segment of control function of monitoring business compliance

- Providing legal assistance/support to the National Management Team in all projects/programs.

- **Candidate profile:**

- Strong motivation to identify with the vision, mission and values of the Organization
- Excellent written and verbal communication and presentation skills
- Positive working attitude and ability to work under pressure
- Highly organized, result-oriented, proactive and reliable
- Innovative and creative, claiming and demonstrating high professional standards
- Engaged, determined, persistent, “can do” solution oriented mentality
- Conflict and time management skills
- Good team player
- Strategic and analytical thinking abilities

**Requirements:**

- University degree in Law (Bar exam considered a plus)
- Minimum 5 years of experience on similar job positions
- Strong organizational skills and analytical approach in work,
- Fluency in English,
- PC literacy (Excel, Word, PowerPoint).
- Driver license – B category

If you are interested in the position please send your CV electronically.

Only shortlisted candidates will be contacted.