

# WE ARE HIRING!

We're looking for someone to join our team as a



## CONTRACT ADVISOR

### Job Description:

As a Contract Advisor at AIIP, you will be responsible for managing all aspects of contract development, negotiation, and administration. Your role will involve collaborating with various departments, contractors, and legal teams to ensure contracts align with AIIP's objectives and legal requirements.

### Key Responsibilities:

- Draft, review, and negotiate a variety of contracts, including vendor agreements, service contracts, and partnership agreements.
- Ensure contracts comply with legal and regulatory requirements, protecting AIIP's interests.
- Conduct negotiations with vendors and partners, aiming for favourable terms and conditions for AIIP.
- Identify and mitigate contractual risks, providing strategic advice to stakeholders.
- Oversee contract implementation, monitor compliance, and handle contract modifications or terminations if necessary.
- Maintain accurate and comprehensive records of contracts and related documents.
- Provide legal advice and support to internal teams, ensuring alignment with legal standards.

### Eligibility Requirements:

- Bachelor's degree in Law, Business, or a related field. Legal certification or an advanced degree is highly desirable.
- Proven experience as a Contract Advisor or similar role, preferably in the industrial, commercial, or real estate sector.
- In-depth knowledge of contract law, negotiations, and legal compliance.
- Exceptional communication, negotiation, and analytical skills.
- Ability to work collaboratively in cross-functional teams and handle multiple projects simultaneously.
- Experience in contract advisory within an industrial park or related field is an advantage.

## TO APPLY

Send your Resume and Cover letter to:

**[info@aiip.com.ng](mailto:info@aiip.com.ng)**

Please include "Contract Advisor Application - [Your Full Name]" in the email subject line.

The deadline for applications is December 15, 2023.

