

**STARTUP BANGLADESH LIMITED – a venture capital company wholly owned by ICT Division, The Government of Bangladesh**

**Position:** Legal Associate

**Description:**

Startup Bangladesh Limited is a forward-looking company that aims to catalyze a startup revolution in Bangladesh. It aims to create the much-needed connection between policy and practice, boosts a culture of pay it forward and promote collaboration at a global level. We are looking for a paralegal with the right educational background and experience, to join our team. He or she will primarily be tasked with assisting the Legal/Admin Department with legal and administrative tasks. The ability to work both independently and as part of a team is highly sought after.

**Report to:** Manager, Corporate & Govt. Affairs/ Head of Governance and External Affairs

**PRINCIPAL JOB ROLE/ACCOUNTABILITIES**

- Organizing and managing regulatory filings, documents, and exhibits.
- Performing research tasks, including online and offline research, to a high standard. Research tasks are composed of gathering and collating information from statutes, law reports, and online sources, which are expected to be organized in a logical manner.
- Drafting of legal documents and pleadings in Bangla and English, including legal contracts and notices, as well as initial vetting of the same.
- Aiding the legal team in day-to-day administrative tasks and functions.
- Attending government offices and liaising with them in relation to submitting and obtaining licenses, permits and approvals.

**Job Requirements:**

- Consistently excellent and when it is not you are able to actively learn from your mistakes
- High quality work - demonstrate operational excellence and ensure quality and integrity in everything that you do
- Self-starter who takes ownership of results
- Proactive, effective communicator

- Thrive when working in a diverse, globally distributed team
- Excited about the Startup Bangladesh's portfolio companies, as well as the role of VC ecosystems in today's economy
- Digest and summarise long, technical legal documents. This is an important part of making investments into companies where missing small details can have big implications
- Analytical and enjoy problem solving. As a rapidly growing business we take on new projects all the time and you will constantly be faced with challenges that no one in the company may have come across before
- Help streamline and optimise best practices across the company

**Minimum Education required:**

A Bachelor of Laws (LL.B Honours) degree from a reputable University from Bangladesh or abroad

**Years of Experience:**

Experience in a law firm is preferred. The ideal candidate would have at least two (2) years' experience in a company legal department or law firm

**Location:** Dhaka, Bangladesh

**Compensation:** Commensurate with experience

**Send CV with cover letter to:** [info@startupbangladeshvc.gov.bd](mailto:info@startupbangladeshvc.gov.bd)

Attention:

Tina F. Jabeen

Managing Director and CEO

Startup Bangladesh Limited

**Application deadline:** 31<sup>st</sup> October 2020