

Deputy Counsel

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Company: Citi

Location: Mumbai

Category: other-general

The Counsel is responsible for providing support and covering a broad range of commercial legal / transactional matters as part of the IP & O&T Legal team based in Mumbai.

Responsibilities:

Providing a broad range of commercial legal support, in particular reviewing and advising on a wide range of general commercial contracts (Master Agreements, SOWs, Work Orders, NDAs etc), including banking operations service agreements, recruitment and training contracts, marketing and agency contracts, travel contracts, consultancy and other services arrangements, software licensing, hardware purchase and maintenance, IT services contracts, cloud computing services, market data contracts, confidentiality agreements, trial, real estate and other related commercial contracts.

Any of these contractual arrangements are, or fall under, global or cluster frameworks, involve multiple entities and jurisdictions, and are complex transactions.

Involvement can begin from the request for proposal stage through to implementation across multiple jurisdictions. This requires flexibility to adapt a global model to specific and varied local legal, regulatory and business requirements, often across multiple disciplines.

Assisting with further enhancing the provision of legal support, particularly in relation to the Enterprise Supply Chain / Third Party Management.

Understanding and ensuring that contracting arrangements are consistent with applicable Citi policies and local legal and regulatory requirements applicable to the financial services sector.

The candidate will work closely with Legal, Compliance and various Control function colleagues, as well as with stakeholders in Operations, Technology, Information Security, ESC, Third Party Management, Cross Border Data Clearance, Country Outsourcing Committees and other support areas.

Working with other lawyers across the region and globally, and external counsel as applicable.

Qualifications:

5-8 years of experience

Valid Bar license to practice law

Banking/financial industry experience or experience working at a large law firm (would be preferred)

Comprehensive knowledge of local, state and federal laws and practices

Consistently demonstrate clear and concise written and verbal communication

Proven analytical and organizational skills

Excellent interpersonal and negotiation skills

Strong time and project management skills - ability to prioritize and manage multiple tasks effectively

Adaptability and ability to devise pragmatic solutions

Education:

Bachelor's degree/University degree or equivalent experience

This job description provides a high-level review of the types of work performed. Other job-related duties may be assigned as required.

Job Family Group:

Legal

Job Family:

Legal - Product

Time Type:

Full time

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