

## Senior Legal Officer

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Company: DP World Dubai

Location: dubai

Category: other-general

The job posting is outdated and position may be filled

**Responsibilities:**

- Obtain legal drafts for workforce related matters
- Supervise and maintain the filing system for the function (manual and electronic) to ensure effective storage and quick retrieval
- Provide advice to customers by responding to complex queries, requests, and complaints to ensure prompt and informed replies are provided to customers.
- Supervise Monitoring and control laborers' wages payments through WPS or submission of salary certificates and escalate and report any defaults within the time frame with action.
- Revise labour complaints registered through Workforce Affairs team to ensure service is carried out in efficient and procedurally manner while optimizing the performance of individuals
- Provide legal point of view, guidance and support to subordinates, and act as a point of reference within own team, to ensure that work is completed timely and effectively.
- Maintain, receive, forward and follow up approved legal documents related to court, public prosecutions and to coordinate with The Police, CID and National Security Departments in absconders and other law-offenders cases.
- Register labour cases online through Dubai Courts case registration window, review cases forwarded to court by workforce affairs team before case registration.
- To coordinate with Dubai Labour Courts, and assigned judges to facilitate court case registration, attend hearings and schedule appointments with judges for hearing sessions.

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