Job Description

Position Title	Corporate Commercial Lawyer - Egypt
Reporting to	General Counsel

Position Purpose

The Corporate Commercial Lawyer will provide local legal support to AMEA Power's operations, corporate entities, and renewable energy projects in Egypt. The role will be a generalist one, with responsibility for local corporate matters, commercial contracts, transactions, HR support and regulatory requirements, ensuring compliance with Egyptian law and alignment with the HQ policies and business objectives.

Responsibilities

Corporate & Company Secretarial Support

- Draft and manage board and shareholder resolutions, powers of attorney, meeting minutes, and other corporate documentation.
- Coordinate statutory filings, commercial register updates, and corporate records for Egyptian entities.
- Support company incorporation, restructuring, and liquidation, including the establishment of project-specific entities.
- Liaise with relevant Egyptian authorities, notaries, and corporate service providers.

Contract & Document Management

- Manage the contract lifecycle, from drafting and negotiation to execution, filing, and renewal.
- Draft and review intercompany funding arrangements, service agreements, and other corporate documentation.
- Prepare, review, and negotiate commercial agreements, including NDAs, consultancy and services agreements, MOUs, and JDAs.
- Maintain an organized contract repository and monitor key contractual obligations and deadlines (in conjunction with the HQ Legal team).

Transaction & Project Support

- Support acquisitions, joint ventures, investments, and renewable energy project development in Egypt (in conjunction with the HQ Legal team).
- Assist with transaction documentation, including SPAs, JVAs, and project-related agreements, such as PPAs and land agreements.
- Coordinate legal due diligence, conditions precedent (CPs), closing checklists, and post-closing formalities.
- Work with internal stakeholders and external counsel to meet transaction and project deadlines.

Job Description

HR Support

- Support compliance with applicable Egyptian labour laws and AMEA Power's internal policies and approval procedures.
- Support the HQ and Egypt HR teams as required.

Legal & Regulatory Support

- Advise on Egyptian corporate, commercial, and applicable regulatory requirements.
- Monitor relevant legislative developments and identify legal risks affecting the business.
- Coordinate external legal advice on complex matters and escalate material issues to the General Counsel.
- Support compliance with applicable Egyptian laws and AMEA Power's internal policies and approval procedures.

External Counsel & Cost Management

- Manage relationships with external legal counsel and coordinate legal assignments.
- Review engagement letters, scopes of work, and fee proposals in accordance with internal approval procedures.
- Monitor legal costs, deliverables, and deadlines.

Person Specification	
Experience Requirements	• 5-8 years of relevant generalist legal experience in Egypt. • Experience in a law firm or corporate environment; exposure to renewable energy, power, infrastructure, or project development is preferred. • Strong knowledge of Egyptian corporate and commercial law. • Experience in contract drafting, corporate governance, and transaction and HR support. • Ability to manage multiple priorities in a fast-paced environment • Strong communication, organisational, and stakeholder management skills.
Minimum Education Requirements	• Bachelor's degree in Law (LL.B.) or equivalent legal qualification. • Qualification and current professional registration required to practise law in Egypt.
Related/Technical Skills	• Proven experience in Legal document drafting and review. • Analytical and detail-oriented, with a strong focus on document accuracy. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) • Time management and prioritization • Fluency in Arabic and English.