



# PACTA

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## **HIRING ANNOUNCEMENT Senior/Lead Legal Consultant on Full Time Basis**

**Location: Bengaluru (with travel across India as needed)**

**Compensation: Commensurate with not-for-profit standards**

### **About Pacta**

Founded in 2017 and headquartered in Bengaluru, Pacta is India's only law firm and policy think tank dedicated exclusively to serving not-for-profit organizations. With a mission to bridge the gap between law and its implementation, Pacta strengthens the social sector through tailored legal support, interdisciplinary research, and capacity building. Our work spans legal consulting, evidence-based research, and empowering changemakers to understand and navigate the law.

Pacta is currently looking for a **Senior/Lead Legal Consultant** to join immediately. The role is based at our office in Jeevan Bhima Nagar, Bengaluru, 4x a week, and has a three-month probationary period. The position will be confirmed based on performance and mutual fit.

### **What We Offer**

Pacta provides an intellectually stimulating, interdisciplinary environment that fosters independent, critical, and reflective thinking. We are a women-first workspace, emphasizing equity and inclusivity. Our team values excellence, purpose-driven work, and the pursuit of a mission larger than the self.

### **What We Expect**

We encourage you to bring your most authentic self and dedicate your best efforts to assigned tasks. We value initiative, open communication, and respectful collaboration.

Pacta is an inclusive workplace and strongly encourages applications from Tier II/III cities and minority communities. While we are a women-led organization, we welcome applications from all genders.

### **Key Responsibilities**

- Provide strategic legal advisory to clients, ensuring high-quality service delivery.
- Lead and oversee drafting and review of agreements, including MOUs, MSAs, NDAs, Grant Agreements, Service Agreements, and Leases.
- Handle matters related to civil construction, EPC contracts, and real estate.
- Develop and implement standard contract templates and ensure compliance with applicable laws.
- Draft and respond to legal notices.
- Advise on legal and statutory compliance for Trusts, Section 8 Companies, and Societies.
- Draft and review employment contracts, termination notices, and settlement letters.
- Ensure compliance with labour laws, and new labour codes and conduct capacity building workshops.



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- Ensure compliance with DPDP Act and Rules codes and conduct capacity building workshops.
- Lead POSH policy advisory and conduct POSH compliance workshops.
- Design and conduct compliance checks and audits for non-profit entities.
- Conduct legal research, interpret statutes, and apply relevant case laws to provide actionable insights.
- Familiarity with Income Tax, FCRA, GST Laws for not-for-profit organizations is a huge plus.
- Provide mentorship and guidance to junior legal associates and interns.

### **Leadership & Client Engagement**

- Build and maintain strong client relationships, acting as a trusted advisor.
- Effectively communicate with clients to understand their legal needs and provide tailored solutions.
- Take initiative in handling high-stakes legal matters and complex advisory requirements.
- Support research team in research projects at Pacta.
- Lead discussions with clients, partners, and stakeholders.
- Oversee legal projects, ensuring timely completion and quality control.
- Develop thought leadership in the legal and policy sector through research and publications.

### **Qualifications & Attributes**

- LLB/ LLM from a reputed institution with 5-6 years of relevant experience and good academic credentials.
- Strong foundation in contract law and statutory compliance.
- Demonstrates leadership, initiative, and responsibility.
- Exceptional drafting, negotiation, and client management skills.
- Excellent communication and interpersonal skills.
- Ability to manage multiple projects, meet deadlines, and work in a fast-paced environment.
- Proficiency in Hindi/ Other Regional Indian Language is required.
- Ability/ experience to lead training workshops is a huge plus.

### **Application Process**

Interested candidates should email [hello@pacta.in](mailto:hello@pacta.in) with the subject line: **Pacta | Your Name | Senior/ Lead Legal and Policy Consultant**

Please include:

1. A **statement of interest**.
2. An **updated CV (max 2 pages)**.

We look forward to your applications and hope to welcome passionate individuals who are eager to contribute to impactful legal and policy work!