

Join the **Leading Insurer** of the Maldives.

OFFICER – LEGAL

REQUIREMENTS

- Diploma / Advanced Diploma in Law or Shariah and Law
- Previous work experience in litigation, drafting will be an added advantage
- Excellent computer skills with knowledge of MS Office
- Excellent verbal & communication skills in English & Dhivehi
- Excellent inter-personal
- Pleasant personality

RESPONSIBILITIES

- Provide paralegal and administrative support to the Company Lawyer as required
- Make arrangements for the External Legal Counsel and other authorities to meet with company staff on legal matters
- Research and prepare legal opinions and write-ups in matters
- Attend to hearings and represent the company under the supervision of the Company Lawyer when ever required
- Review laws, regulations that the company has to comply and inform the Company Lawyer
- Manage filing of all the documents relating to legal section and keep the files updated

REMUNERATION & BENEFITS

- Attractive salary based on qualification and experience
- Annual Bonus
- Flexible Leave Arrangement
- Sales Incentive
- Health & Life Insurance Plan
- Third Party Credit Schemes
- Staff Loan Scheme
- Learning & Development

Interested candidates please apply in writing along with Job Application Form, Job Letter, ID card copy, CV, and copies of relevant certificates to:

Allied Insurance Company of the Maldives Pvt. Ltd.
Allied Building, 3rd Floor, Chaandhanee Magu,
Male', 20156,
Maldives

☎ 1600
☎ 332 5035
✉ jobs@allied.mv
🌐 www.allied.mv

- Application form is available at our website
- Applications with:
 - inaccurate information,
 - incomplete application form
 - missing other required documents such as CV, letters will be disqualified

Please apply on or before 12 January 2023 — 15:30 hrs.

Only shortlisted candidates will be called for interview and for more information [Call us at 1600](tel:1600)
(All prospective employees must pass a background check)

