

**Post:** Legal Officer

**Reporting Relationship:** Manager, Legal Affairs and Property Management

**Gross Salary:** MVR 12,038

**Employment Type:** Ordinary (first year on contract)

**RESPONSIBILITIES AND DELIVERABLES:**

1. Provide support in all legal matters relating to discussions, meetings, and negotiations with government authorities and third parties and maintain a log and minutes of all such meetings.
2. Provide support in drafting, reviewing, and advising on required regulations, procedures, policies, SOPs, contracts, letters, notices, by-laws, and other legal documentation relating to the operations of the Corporation.
3. Assisting in Property Management works and related legal correspondences.
4. Providing administrative support to the department, preparing reports, letters, presentations, or any other such documents required for the department.
5. Filing and maintaining all documents of the department and maintaining a registry of all contracts and MoU's and other legal documentation of the department.
6. Monitoring and managing contracts, MOU's and any other legal documentation of the department.
7. Update and maintain the court calendar, court files, and reports as required by the department.
8. Providing assistance and support to the Company Secretary and Corporate Matters in relation to board and board committees.
9. Assisting in ensuring board compliance with Corporate Governance Code and other policies, regulations circulars of the Privatization and Corporatization Board.
10. Providing administrative support to the works related to the Board and Board Committee meetings.

11. Providing support in the translation of legal documents where necessary and reviewing existing and new laws, amendments to existing laws and regulations to ensure compliance.
12. Provide secretariat support for the committees managed by the department.
13. Act as focal points where assigned.
14. Communicate with external legal counsel where necessary.
15. Provide support and assistance for important works carried out by other departments or the Corporation where required.
16. Completing any other necessary tasks assigned in relation to the works of the department.

#### **EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE)**

- MQA Level 7 qualification in Law
- Minimum 1 year of related work experience in the legal sector

#### **SKILLS AND COMPETENCIES:**

- Ability to communicate in English and Dhivehi fluently.
- Familiar with CG Code, Company Law, Company Regulation, Land law and other legislation relevant to the works of FDC.
- Experience in drafting legal documents in both English and Dhivehi
- A high level of professionalism which is always required on the job
- Must have outstanding quantitative skills, problem-solving and decision-making skills.
- Ability to effectively manage multiple projects/tasks of varying complexities, meet deadlines and work well under pressure.
- Ability to cope with high levels of responsibility and with confidential matters.