

Terms of Reference
Director Legal Affairs
Ministry of Economic Development

Introduction

Ministry of Economic Development is entrusted with the mandate to develop and promote inclusive and sustainable economic growth to Maldives, through prudent policies and favorable business climate. It is the objective of the Ministry to create opportunities for the growth of enterprises and individuals.

The Ministry has two key roles within its overall portfolio of economic development. That is to provide leadership and coordination within the government's overall economic policy making process and also provide the necessary policy as well as regulatory environment, to nurture and foster trade, investments and growth to the country.

The ministry would like to engage services of a qualified Legal personal to work in-house in the ministry.

Scope of work

With the overall guidance of the Minister, Permanent Secretary and designated Ministry focal point, under the consultancy service, the successful candidate is required to assist the Ministry of Economic Development to carry out the scope of work, responsibilities and duties mentioned below during the contract period.

Responsibilities and Duties:

The specific responsibilities and duties during the contract period include;

- Advise the different sections of the ministry on all legal matters relating to the functioning of the Ministry
- In liaison with the different sections of the Ministry, attend to all legal matters relating to discussions and negotiations with third parties including drafting of agreements, MOUs and other such legal documents
- Work closely with the permanent Secretary in development of term sheets and proposals relating to the legal aspects of the Ministry
- Any other Legal related and internal organizational service delivery work assigned by the Ministry.

Experience/ Skills/Qualification Requirements:

Applicants should possess the following qualifications:

- A Bachelor's or Master's degree in Law and minimum 5 years' experience (legal practice experience 3 years preferred)
- Experience in drafting of legal documentation in both English and Dhivehi Language
- Excellent interpersonal communication at all levels (verbal and written)
- Problem solving and analytical skills.
- Ability to multitask and meet deadlines

- Ability to cope with high levels of responsibility and with confidential matters
- Ability to work well within the team
- A high level of professionalism which is required on the job at all times
- Computer Literacy.

Immediate Supervisor and reporting:

On a day-to-day basis the successful candidate will report to the designated official of Ministry of Economic Development and shall report to other relevant officials in the Ministry of Economic Development as instructed by the Permanent Secretary.

Contract Duration:

One year from the date of contract signing with 3 months' probation.

Monthly Remuneration package inclusive of all benefits: MVR 30,000.00

Working Hours – 8:00am - 4:00pm weekdays with 1 hour lunch break. The successful candidate shall be available to work in the Ministry premises during Government official working hours.

Work station: Ministry of Economic Development

Application deadline – 20th December 2018 before 13:00hrs. Send all applications in a sealed envelope addressed to Human Resource Unit of Ministry of Economic Development with CVs, copy of National ID card, copies of certificate and reference letters of any previous jobs. In the envelope, clearly label as “Job Application for – Director Legal Affairs”. For further information or queries write to hr@trade.gov.mv or contact 3333160/ 3333143 during weekdays from 8am-2pm.

Note: Only shortlisted candidates will be contacted for an interview. The shortlisted candidates will be subjected to a face to face interview and practical test.
