



TERMS OF REFERENCE

Post: Senior Legal Officer

Reporting relationship: Head of Legal Affairs and Property Management

Employment Type: Ordinary (first year on contract)

Gross Salary: MVR 17,100.00

RESPONSIBILITIES AND DELIVERABLES

1. Attend 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. Drafting, reviewing, and advice on required regulations, procedures, policies, SOP's, contracts, letters, notices, by-laws, and other legal documentation relating to the operations of the Corporation.
3. Providing assistance and support to property management work and related legal correspondence.
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 maintain a registry of all contracts and MoU's and other legal documentation of the department.
6. Monitoring and managing contracts, MOUs, and any other legal documentation of the department.
7. Update and maintain court calendar, court files and reports as required by the department.
8. Providing assistance and support to the Company Secretary and assisting in corporate matters in relation to board and board committees, including keeping records and preparing minutes of meetings.
9. Translate legal documents where necessary and review existing and new laws, and amendments to existing laws and regulations to ensure compliance.
10. Provide secretariat support to the committees managed by the department.
11. Act as focal points where assigned.
12. Communicate with external legal counsel where necessary.
13. Provide support and assistance for important work carried out by other departments or corporations where required.



14. Completing any other necessary tasks assigned in relation to the work of department.

REQUIREMENTS

1. MQA level 7 qualification in Law with proof of relevant work experience in the legal sector.
2. Minimum 2 years of relevant work experience in the legal sector.
3. Familiar with contract law, construction law, land law and other legislation relevant to the work of FDC.
4. Familiar with FIDIC agreements, finance assessments, construction contracts, loan contracts and civil contracts
5. Experience in drafting legal documents in both English and Dhivehi Language
6. Experience in litigation in the courts and tribunals of Maldives
7. License to practice law in the Maldives.

SKILLS AND COMPETENCIES

- 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.
- Ability to communicate in English and Dhivehi fluently.