

# Join the Leading Insurer of the Maldives.

## SENIOR OFFICER – LEGAL

**Position Type: Permanent (Initial contract shall be for a period of 1 (one) year. The contract shall be renewed as permanent based on performance upon successful completion of one year.)**

### REQUIREMENTS

- Bachelor's Degree in Law (or) Shariah and Law
- Should have minimum 01 to 02 years of civil practical experience in the field after obtaining the practicing license
- Good legal analysis skills and in-depth knowledge of insurance related laws and regulations, local legal procedures and instruments and significant experience in applying legal expertise and ability to prepare case documents, legal briefs and opinions
- Fluency in written and spoken Dhivehi and English is highly essential
- Strong interpersonal communication skills including spoken, written and presentation skills
- Ability to use computer applications (Google Workspace and Microsoft Office software package)

### RESPONSIBILITIES

- Represent the company in lawsuits and carry out assigned case related work
- Prepare legal opinions, briefs, reports and provide legal advice on relevant matters
- Perform legal research and analysis and prepare write-ups on matters
- Review, draft and develop company policies and procedures
- Draft, review agreements and other legal documents
- Assist MLCOs in administering AMLCFT measures
- Translate legal documents from English to Dhivehi and vice versa
- Assist in all legal matters and carry out any other relevant work assigned by the Head of Legal and/or Management

### REMUNERATION & BENEFITS

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

Interested candidates, please apply online by visiting our website; [www.jobs.allied.mv/job](http://www.jobs.allied.mv/job)

**Please apply on or before 01 September 2024 — 15:30 hrs.**

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



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