

Terms of Reference for Legal Counsel

Post: Legal Counsel x01
Post Type: Full time
Reporting relationship: Reporting to Managing Director

Key tasks, responsibilities and deliverables:

- Providing timely and appropriate legal advice and services in accordance with laws, regulations and authority
- Identifying and advising on all potential liability issues that may arise in/and during the business initiatives of SDFC
- To attend and provide advice on matters appearing on the Agenda of Board Directors Meetings and Board Committees, on request
- To represent SDFC in any lawsuits or legal proceedings;
- Recovery of litigation cost, wherever applicable
- To review, draft and advice on service contracts, by-laws and other documents.
- Drafting Contracts, Agreements and other required legal documentations related to loans and disbursements of loans
- Prepare legal documentations relevant to a non-financial institution based on the corporate governance code for SOEs
- Monitoring changes in relevant legislation and the regulatory environment and taking timely and appropriate action and advising the company on relevant changes;
- Any other legal related and internal organizational service delivery work assigned by SDFC
- Work closely with the Managing Director in relating to the legal aspects of the SDFC
- To prepare SOP's for the agreements

Requirements

- A Bachelor's degree in Law and minimum 3 years' relevant experience
- Experience in a Financial Sector would be an added advantage
- Should have license to practice law in Maldives
- 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.

Remuneration package

- Gross pay between MVR 23,000 – MVR 25,000 depending on the qualification and Experience

Working Hours

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Applications, together with the curriculum vitae (CV/resume, covering letter, supported by two non-related referees should be mailed to (info@sdfc.mv) or submitted before **26th September 2019** to the address below. Only short-listed candidates will be notified.

**SME Development Finance Corporation
Medhuziyaarai Magu
Male'20127
Republic of Maldives**

Note: Only shortlisted candidates will be contacted for an interview.