

Legal Counsel - Terms of Reference

Introduction

Business Center Corporation (BCC) is a state-owned enterprise (SOE) incorporated in 2017 to coordinate and oversee the management of regional business development service centers (BCs) established, by the Ministry of Economic Development, under the SME Act (6/2013).

The purpose of the Business Centers (BCs) is to contribute to the establishment of an enabling business environment to support inclusive economic growth by providing and building capacity for sustainable, demand-driven business development services and to facilitate market access which will serve the growth needs of the micro, small and medium-sized enterprise (MSME) sector in the Maldives.

BCC would like to engage services of a qualified permanent legal counsel to work in-house in the Corporation.

Scope of work

With the overall guidance of the Managing Director and Board of Directors, under the successful candidate is required to assist the BCC 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;

- Draft, review, revise, interpret and negotiate contracts and agreements on behalf of Business Center Corporation (BCC).
- Ensure that BCC maintains regulatory compliance with applicable laws, rules regulations, with BCC's policies and procedures and ensure that BCC follows the principles of good corporate governance.
- Provide timely and appropriate legal advice and services in accordance with laws, regulations and authority.
- Identify and advise on all potential liability issues that may arise in/and during the business initiatives of BCC.
- Research and prepare legal memoranda on legal issues involving liability, compliance and privacy.

- Attend and provide advice on matters appearing on the agenda of BoE meetings, board committees and bid committees.
- Represent BCC in any lawsuits or legal proceedings (and recovery of litigation cost, wherever applicable).
- Research corporate affiliations, establish ethical walls and provide sound legal advice on legal risks, financial liabilities, responsibilities and ethical issues associated with different deals.
- Streamline contract management processes and templates, and conduct trainings on procedures or legal topics as necessary.
- Monitor and communicate new developments in relevant laws, rules, regulations and interpretations to the management.
- Conduct due diligence in procurement of goods and services, awarding of contracts, business partnerships and in staff recruitment.
- Any other legal related and internal organisational service delivery work assigned by BCC.

Experience/ Skills/Qualification Requirements:

Applicants should possess the following qualifications:

- Bachelors' degree in law and minimum 3 years' experience (legal practice experience 3 years preferred) OR a Master's degree with at least one-year work experience.
- Experience in drafting legal documentation in both English and Dhivehi.
- 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.
- Good knowledge of corporate / business law.

Immediate Supervisor and reporting:

On a day-to-day basis the successful candidate will report to Managing Director and shall report to other relevant officials in BCC as instructed by the Managing Director

Contract Duration:

Full Time from the date of contract signing with 3 months' probation.



Malé Business Center, Sakeena Mazil, Medhuziyaaraiy Magu,
3rd Floor, Malé, Maldives, +960 330 5555
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Remuneration package inclusive of all benefits and pension contribution: MVR
25,000 per month

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

Work station: Business Center Corporation (3rd Floor Sakeena Manzil)

Application deadline – 30th September 2018, 1500 hrs.

Applications shall be submitted via email to info@bcn.mv or to

Business Center Corporation,

3rd Floor Sakeena Manzil, Medhuziyaarai Magu

Tel: +(960) 3010-548

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