

## **TERMS OF REFERENCE FOR MANAGER**

**Post:** Manager  
**Department:** Legal Affairs and Property Management  
**Gross Salary:** MVR 25,000 +  
**Reporting relationship:** Reports to the Managing Director

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### **RESPONSIBILITIES AND DELIVERABLES:**

1. Providing timely and appropriate legal advice to the Corporation.
2. Attend to all legal matters relating to discussions, meetings and negotiations with third parties in the capacity of legal counsel as required by the Corporation and maintain a log of such meetings.
3. Translate legal documents where necessary and review applicable laws and regulations and ensure compliance.
4. Review of existing business arrangements, contracts and documentations and to provide legal opinions where required for such existing business arrangements and documentation.
5. Analyze FDC strategy for implementing the allocated Projects and provide advice on the applicable legalities in moving ahead with the Projects.
6. Preparation for and representation of the Employer at the courts or other relevant government authorities where required in the capacity as the Legal Counsel for the Employer.
7. Represent FDC in the Court of Maldives in for hearings, dispute resolutions and all levels of litigation.
8. Update and maintain court calendar, court files and reports as required by the Corporation.
9. Liaise with external legal counsel where necessary and ensure proper communication is established.
10. Draft, review and advice on required legal documentations such as contracts, letters, notices, by-laws and other legal documentation related to the operations of the Corporation.
11. Maintain a registry of all Contracts and MoUs signed by the Corporation.
12. Identifying and advising on all potential liability issues that may arise in/and during the business initiatives of FDC and provide legal advice the Corporation on risk mitigation measures.
13. Provide regulatory support and legal advice relating to Labour Relations, Employment Relations, Procurement, Operations, Project Implementation, Property Management, etc.
14. Advice on the new laws, amendments to the existing laws and legislative proposals which may have an impact to FDC and its operations.
15. Completing other tasks related to the work of the department assigned by the Managing Director.

## REQUIREMENTS

- MQA level 7 qualification in Law with proof of relevant work experience in the legal sector.
- Familiar with contract law, construction law, land law and other legislation relevant to the work of FDC.
- Familiar with FIDIC agreements, finance assessments, construction contracts, loan contracts and civil contracts.
- Experience in drafting of legal documentation in both English and Dhivehi Language

## Competencies

- A high level of professionalism which is required on the job at all times
- 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.



## APPLICATION FORM FOR EMPLOYMENT

Applicant's  
passport size  
photo

### 1. Job Details

Applied position:

Announcement Reference:

### 2. Applicant's Details

2.1. Full Name:

2.2. Permanent Address:

2.3. Current Address:

2.4. ID Card Number:

2.5. E-mail Address:

2.6. Mobile Number:

2.7. Date of Birth:

2.8. Age:

2.9. Gender:

Male ☐

Female ☐

### 3. Educational Qualification

#### G.C.E Ordinary Level and S.S.C Results

Subject

Grade

Year

#### G.C.E. Advanced Level and H.S.C Results

Subject

Grade

Year

#### Higher Educational Qualification

Program

Level

From

To

Institute/ Country

### 4. Employment History

Designation

Office

From

To

### 5. Applicant's Declaration

I declare that all information provided in this application is accurate and complete. I understand that false, misleading, incomplete or omitted information could lead to the invalidation of my application.

**Applicant's Signature:**

**Date:**

**Documents to submit:** (Please check if the following documents have been included)

- ☐ 1. Curriculum Vitae (CV)
- ☐ 2. Educational Certificates (Accredited and Attested copies)
- ☐ 3. Copy of National ID card
- ☐ 4. Job Reference Letters (Previous/current employment)
- ☐ 5. Police Report (On request prior to finalizing of employment)
- ☐ 6. Portfolio (if applicable)

**Please submit completed application form, with relevant supporting documents addressed to:**

HUMAN RESOURCES,  
Fahi Dhiriulhun Corporation  
8<sup>th</sup> Floor, H. Orchid  
20095, Ameeru Ahmed Magu,  
K. Malé, Republic of Maldives.