

TERMS OF REFERENCE

1. Post Details:

Designation:	Director, Legal Affairs
Post Type:	Permanent
Contract Duration:	Initial contract period shall be 1 (one) year. The contract may be extended or made permanent based on performance, upon successful completion of one year.
Department:	Legal Affairs

2. Reporting Requirements

Reports to:	Chief Legal Officer (Where the Chief Legal Officer position is vacant, the reporting line will be to the Chief Executive Officer)
Direct Reports:	Manager, Legal Affairs

3. Scope of Work

The Director, Legal Affairs is responsible for leading the Legal Affairs Department, managing organisational legal risks, safeguarding the institutional interests of the Pension Office and delivering executive-level legal counsel to the Chief Executive Officer and Board.

4. Main Responsibilities

- Oversee the works of the Legal Affairs Department.
- Provide legal advice to the Board, Chief Executive Officer and the Management.
- Oversee the development, implementation and reviewing of policies and procedures related to the work of the Legal Affairs Department.

- Oversee the preparation of legal opinions, briefs, reports and correspondence.
- Oversee the drafting and reviewing of laws and regulations, memorandum of understandings, institutional and operational modalities, contracts, agreements, and other legal documents.
- Oversee works related to litigation in courts and tribunals, resolution of legal disputes, negotiations and settlements.
- Oversee legal research and analysis works.
- Oversee the translation of legal documents from Dhivehi to English and vice versa.
- Represent the Pension Office in court and tribunal proceedings.
- Ensure organisational compliance to applicable laws and regulations.
- Ensure proper maintenance of legal documents and records.
- Identify legal risks and develop strategies to mitigate them.
- Carry out any other relevant tasks assigned by the Chief Legal Officer or the Pension Office Management.

5. Qualifications and Experience

- A Master's Degree (MNQF level 9) in the field of Law or Shariah and Law.
- A minimum of 3 (three) years of professional work experience at managerial level in the legal field since obtaining the license to practice law.

OR

- A Bachelor's Degree (MNQF level 7) in the field of Law or Shariah and Law.
- A minimum of 5 (five) years of professional work experience at managerial level in the legal field since obtaining the license to practise law.

6. Desired Competencies

- In-depth knowledge of pension related laws and regulations.
- A good understanding of the legal system, local legal procedures and instruments.
- A good understanding of the political and socio-economic environment in the Maldives.



Maldives Pension Administration Office

📍 Allied Building, 8th Floor, Chaandhanee Magu, Malé, 20156, Maldives

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- Expertise in statutory drafting techniques, administrative law, statutory interpretation, and Parliamentary legislative processes.
- Proven capability in managing litigation, debt recovery legal frameworks, and enforcement mechanisms.
- High level of professional objectivity, executive judgment, and resilience under pressure.
- Complete fluency and technical legal drafting proficiency in both Dhivehi and English.
- Excellent and effective communication skills, including ability to prepare concise reports and presentations; and developing and defending recommendations.
- Excellent interpersonal skills, with the ability to establish and maintain effective working relationships with stakeholders and collaborate effectively to achieve organisational objectives.
- Strong leadership skills, and the ability to engage and motivate team members.
- Sound judgement in making decisions and in resolving issues and problems.



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