

JOB VACANCY

HDC(161)-HR/IU/2020/28
09th February 2020

Legal Counsel Legal Affairs

MINIMUM QUALIFICATION & REQUIREMENT

1. Bachelor's Degree or MNQF Level 7 Qualification in Law **OR**
2. Advanced Diploma or MNQF Level 6 Qualification in Law with 2 years' experience in a relevant field.

OVERALL SCOPE

Assist in reviewing regulations and advise on drafting of contracts, agreements and other legal documents.

SCOPE OF WORK

- Drafting of contracts or legal documents under guidance of HOD
- Translation of legal documents from English to Dhivehi and vice versa.
- Regular review of all laws and regulations and advising the management of the possibilities of adopting the laws and regulations into the existing policies and procedures of the Corporation.
- Proceed taking action against those who default the agreements & preparation of documents required for court cases.
- Assist in providing legal opinions/advice to the management and to individual departments on all matters and assist in preparation of bidding documents.
- Assist in preparing documents for litigation and other purposes of the department.

JOB SKILLS AND SPECIFICATIONS

- Capable of Interpreting laws, rulings and regulations for individuals and businesses.
- Capable of examining legal data to determine advisability of defending or prosecuting lawsuit.
- Ability to organize and coordinate the paralegal activities of a specific work area.
- Ability to write persuasively using legal terminology.
- Strong verbal and written communicational skills.
- Should be familiar with Microsoft office package and any other software relevant

SALARY PACKAGE:

Gross Salary between 16,250.00 to 18,125.00 based on qualification and experience.

Application Address

Housing Development Corporation Ltd.
HDC Building
Ground Floor
Phone: +960 3353535
Fax: +960 3358892
Email: hr@hdc.com.mv
Website: www.hdc.com.mv

Application Process:

Download (www.hdc.com.mv) or pick up an Application Form from our offices and submit completed application form with your CV, copies of accredited certificates, Job reference letters, **Police Report** and ID card or Driver's License copy

Application Deadline:

Date: 16th February 2020 (Sunday)

Time: 14:30hrs