

Terms of Reference

Post: Manager, Legal Affairs

Post Type: Permanent

(Initial contract shall be for a period of one year. The contract may be extended or made permanent based on performance upon successful completion of one year.)

Department: Legal Affairs

Reporting Requirements

The Manager, Legal Affairs will report to the Director, Legal Affairs.

Overall Responsibilities

The overall responsibilities of the Manager, Legal Affairs will be to manage the day-to-day works of the Legal Affairs Department.

Specific Duties and Responsibilities

- Support the development and implementation of the organisation's legal strategy.
- Provide legal advice and guidance on legal matters.
- Draft laws, regulations, policies, operational documents or legal documents.

- Draft and negotiate contracts and other legal documents.
- Develop a framework for legal document management, and ensure the appropriate maintenance of legal documents.
- Prepare legal opinions, briefs, and reports.
- Represent the Pension Office in negotiations, mediations, and litigation.
- Establish and maintain relationships with external legal counsels and law related bodies of the State.
- Identify and mitigate legal risks to the organization.
- Advice on the organisation's compliance with all relevant laws and regulations.
- Lead legal research efforts and analyse findings to support decision-making.
- Monitor and anticipate changes in legal and regulatory requirements.
- Manage and supervise the personnel, work and functions of the Department.
- Review and present legal reports and updates.
- Review and approve forms, statements, pleadings and motions for court proceedings.
- Review drafts of laws, regulations, policies, contracts, letters, operational documents or legal documents.
- Review drafts of legal opinions, briefs, and reports.
- Translate legal documents and review drafts of translations.



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- Review the scope and contents of legal awareness training programs and conduct such programs.
- Carry out any other relevant tasks assigned by the supervisor.

Qualifications and Experience

- A Master's Degree or equivalent professional qualification (MNQF level 9) in the field of Laws or Shariah and Law, with a minimum of 2 (two) years of professional work experience in the legal field since obtaining the license to practice law.
- OR
- A Bachelor's Degree or equivalent professional qualification (MNQF level 7) in the field of Laws or Shariah and Law, with a minimum of 4 (four) years of professional work experience in the legal field since obtaining the license to practice law.

Skills and Competences:

- 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.
- Good legal analysis skills and in-depth knowledge of pension-related laws and regulations, legal procedures and instruments and significant experience



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in applying legal expertise and ability to prepare case documents, legal briefs and opinions.

- Effectively manage multiple tasks and initiatives, prioritizing tasks strategically, working efficiently within tight deadlines, and consistently delivering high-quality results.
- High level of fluency and proficiency in written and spoken Dhivehi and English language.
- Strong interpersonal communication skills including spoken, written and presentation skills.
- Should be able to establish and maintain effective relations with people of technical and non-technical backgrounds.
- Willingness to learn and keep track of new developments in the legal profession.
- Demonstrate professional leadership and ability to collaborate with others to achieve results.
- Demonstrate strong analytical and critical thinking skills, applying legal principles and logic to solve complex legal problems and develop effective strategies.



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