Terms of Reference

Position Title:	Director, Legal Affairs
Missco Code:	1349
Skill Level:	4
Public Service Rank:	9
Type of Appointment:	Full-Time Contract

Scope of work

The Director of Legal Affairs will work closely with the Ministry of Economic Development, Transport and Trade team. Key responsibilities include:

- Manage and oversee the provision of legal services within the Ministry, including the drafting, review, and coordination of legal documents and matters.
- Draft, review, and finalize legislation, regulations, policies, agreements, contracts, memoranda of understanding, legal opinions, notices, directives, and other legal instruments.
- Ensure that all legal documents and instruments comply with applicable laws, regulations, government policies, legislative drafting standards, and the Ministry's legal and policy objectives.
- Provide legal advice, opinions, and recommendations on matters relating to the Ministry's functions, operations, and legal obligations, including the interpretation and application of laws, regulations, contracts, and policies.
- Represent the Ministry and coordinate legal proceedings and engagements with relevant government authorities, and other stakeholders, as required.
- Manage, supervise, and coordinate the work of the Legal Affairs Section to ensure the effective, efficient, and timely delivery of legal services.
- Undertake initiatives necessary to enhance the quality, effectiveness, and overall performance of the Legal Affairs Section.
- Conduct legal research and comparative studies to support policy development, legislative reform, and informed decision-making by the Ministry.

Qualifications and Experience:

Level 10 qualification under the Maldives National Qualifications Framework (MNQF) in a field relevant to the position, along with a minimum of 2 years of experience in related field.

OR

Level 9 qualification under the Maldives National Qualifications Framework (MNQF) in a field relevant to the position, along with at least 4 years of experience in related field.

OR

Level 7 or 8 qualification under the Maldives National Qualifications Framework (MNQF) in a field relevant to the position, along with at least 8 years of experience in related field.

Educational Field:

- Law, Shariah, Shariah and Law
- Civil Law, Islamic Law, Religious Law, Constitutional Law, Commercial Law, E-Commerce Law, Business Law, Corporate Law, Anti-Trust Law, Competition Law, Contract Law, International Property Law, Patent Law, Bankruptcy Law, Trade Law, Tax Law, Financial Law, Banking Law, Insurance Law, Comparative Law, Admiralty Law, Public Law, Civil Rights Law, Entertainment Law, Environmental Law, Family Law, Children's Rights Law, Women's Law, Health Law, Medical Law, Mental Health Law, Educational Law, Immigration Law, Migration Law, International Law, Arbitration Law, Labor Relations Law, Labor Law, Employment Law, Military Law, Personal Injury Law, Real Estate Law, Cyber Security Law, Law of the Sea, Transport Law, Aviation Law, Air and Space Law, Maritime Law, Agricultural Law, Food Law, Animal Law, Technology Law, Human Rights Law, Criminal Law, Judicial Law.

Experience Field:

- Managerial, technical, and research-related tasks within the legal field.

Contract Terms:

• **Remuneration:**
Basic Salary: 18,970.00
Job Allowance: 10,860.00
Attendance Allowance: 295.00 per day

• **Contract Duration:** 2 years, renewable based on performance

• **Probation Period:** 3 months

• **Working Hour:** 09:00- 17:00

Candidate Evaluation and Selection Process

Candidates will be assessed through a multi-stage process that evaluates academic background, professional experience, technical knowledge, and practical skills. The process will include an interview and presentation to measure communication and delivery capabilities.

Candidates interested in providing the services are required to submit their CV, ID copy, attested certificates, experience letters and other relevant information demonstrating their qualifications and experience in the area.

09 November 2026