

TERMS OF REFERENCE (TOR)

Post:	Senior Legal Officer
No of Vacancies:	01
Post Type:	Full time
Department:	Corporate and Legal Affairs
Reporting to:	Legal Counsel

Key Tasks, Responsibilities and Deliverables:

- Monitoring changes in relevant legislation and regulatory environment and taking timely and appropriate action and advising the management on relevant changes.
- Draft and review reports and other legal documents including but not limited to agreements and legal opinions.
- Proceeding action against those who default the agreements and preparation of documents required for court cases.
- Providing legal opinions/advice to the management and other departments.
- Preparing documents for litigation and other purposes of unit.
- Formulate policies and procedures as instructed by the supervisor and review work methods and procedures as instructed by the supervisor.
- Representing Corporation in legal proceedings.
- Any other duties that may be assigned from time to time.

Requirements and Qualifications:

- Minimum MQA level 7/8 qualification in Law or,
- Minimum MQA level 5/6 qualification in Law with Minimum 5-year hands on experience in relevant field.

Other Competencies required:

- Capable of examining legal data to determine advisability of defending and claiming lawsuit.
- Ability to organize and coordinate the paralegal activities of a specific work area.
- Strong verbal and written communication skills in both Dhivehi and English.
- Should be familiar with Microsoft office package and any other software relevant.
- Good interpersonal skills and proven ability to work in a highly team-oriented environment.
- Ability to work independently with minimum supervision.
- Time management skills and able to prioritize the tasks.
- In-depth knowledge of local business environment.
- Experience in the banking or financial services industry.

Remuneration Package:

- Gross pay between MVR 19,000 – MVR 20,000 depending on the Qualification and Experience.

Working Hours:

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Documents required with the job application:

- Complete and up-to-date Curriculum Vitae (CV).
- Copy of National Identity Card.
- Copies of academic certificates with transcripts.
- **All international certificates must be accredited from MQA**
- Reference letters from current/ previous employers certifying type of employment, job roles and service period.
- Recommendation letters from previous supervisors or employers (optional).

How to Apply:

- Required documents should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-senior-legal-officer2> before **25th November 2021, 14:00hours**.

Important notes to applicants:

- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only short-listed candidates will be notified for interview.

For inquiries, please contact us on weekdays between 9:00am to 14:00pm via phone 3026015 / 3026016 or email to hr@sdfc.my
