



Legal Officer – Terms of Reference

Introduction

Business Center Corporation (BCC) is a state-owned enterprise (SOE) incorporated in 2017 to coordinate and oversee the management of regional business development service centers (BCs) established, by the Ministry of Economic Development, under the SME Act (6/2013).

The purpose of the Business Centers (BCs) is to contribute to the establishment of an enabling business environment to support inclusive economic growth by providing and building capacity for sustainable, demand-driven business development services and to facilitate market access which will serve the growth needs of the micro, small and medium-sized enterprise (MSME) sector in the Maldives.

Scope of work

The Legal Officer will be assisting the work of the Legal Affairs Division under the supervision of the Counsel General.

Responsibilities and scope of work

- Assist in providing timely, accurate, comprehensive written and verbal legal advice to the Management.
- Assist in providing legal support and advice to the management on administrative issues and in the development and implementation of BCC policies
- Formulate legal opinions on application of law and other issues requested by the management
- Formulate legal opinions on issues requested by the internal departments of the BCC, in accordance to the applicable standards of procedure;
- Review, draft and vet contracts, MOUs and other legal documents signed by the BCC

- Review and draft laws, regulations, guidelines, policies, codes, rules and other documentations as maybe required by BCC,
- Analyze court decisions, legislations and other legal article and documents and keep updated with developments in law that effect BCC.
- Represent BCC in litigation and other legal proceedings
- Translate legal and other documents
- Conduct legal research, analysis, and write legal memoranda and legal research papers as may be required
- Provide attestation services and other legal services to BCC as may be required by BCC
- Represent BCC in negotiations, legal disputes, and court cases by or against BCC, as maybe assigned
- Execute all other legal and administrative tasks assigned by the Supervisor.

Qualification and experience

- LLB
- Proficient use of Language (Dhivehi and English);

Key Competencies

- Excellent computer skills including processing of work documents, excel sheets and databases
- Ability to think analytically and critically, and accurately interpret and draft complex documents and policies.
- Superior attention to detail in order to identify legal risks and mitigate them
- work confidently, proactively and independently, whilst having strong time management and organizational skills to be able to meet deadlines
- Capable of handling work pressure, possess a collaborative personality, and be a team player
- Excellent interpersonal skills along with communication skills including verbal and written, with strong emphasis on report writing and presentation capabilities.
- Strong moral code and sense of ethics
- Previous experience in a legal role in a law firm, practice or in house legal department will be an added advantage.
- Familiarity with trade, economic development, and business related laws will be an added advantage.

Reporting

The successful candidate will report to the Counsel General.

Contract duration

This is a full-time job, from the date of contract signing with 3 months' probation.

Remuneration

This position will be paid a fixed remuneration of MVR 18,000.00 per month.

Working hours

- 8:00am - 4:00pm weekdays with 1-hour lunch break.
- The successful candidate shall be available to work in the BCC premises during official working hours.