

JOB VACANCY

HDC(161)-HRM/IU/2022/63
13th February 2022

Legal Counsel Corporate Legal Affairs

MINIMUM QUALIFICATION & REQUIREMENT

- Bachelor's Degree or MNQF Level 7 Qualification in Law with 1 years' experience in a relevant field (OR)
- Diploma or MNQF Level 5 Qualification in Law with minimum 4 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

- Draft contracts or legal documents under the guidance of HoD.
- Translation of legal documents from English to Dhivehi and vice versa.
- Regular review of all laws and regulations and advise 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.
- Attend to any other related departmental/ office tasks assigned by the HoD.

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.
- Excellent writing and communication skills in English and Dhivehi.
- Should be familiar with Microsoft office package and any other software relevant

SALARY PACKAGE

Gross Salary between 17,000.00 to 19,000.00 based on qualification and experience.

REQUIRED DOCUMENTS

- Accredited certificates
- Job reference letters
- NID card or Driver's License
- CV
- Police Report

Apply via: <https://jobs.hdc.com.my>

Deadline: 20th February 2022, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516