

TERMS OF REFERENCE

Designation:	Assistant Legal Officer
Classification:	Assistant Manager, Gr. 1
Rank:	MM1
Post Type:	Contract-based, Full time
Duration:	Initial contract period is 1 year. Contract may be extended based on performance.
Department:	Legal Affairs

Reporting Relationships:

The Assistant Legal Officer will report to the Legal Officer.

Overall Responsibilities:

The Assistant Legal Officer will be responsible for assisting the Legal Officer in attending to all legal matters of MPAO.

Scope of Work:

- Perform legal research and analysis;
- Prepare legal opinions, briefs, reports and correspondence and provide legal advice on relevant matters;
- Review and draft regulations, contracts, agreements, memorandum of understandings, institutional and operational modalities or legal documents to meet specific circumstances;
- Translate legal documents from English to Dhivehi and vice versa;
- Prepare documents for court and represent MPAO in lawsuits;
- Assist the Legal Officer in legal matters, and carry out any other relevant work assigned by the Legal Officer.

Qualifications:

- Minimum University Degree in Law, or Shariah and Law.
- Fluency in written and spoken Dhivehi and English is highly essential.
- Minimum 1 (one) year experience in litigation.

Desired Skills

- In-depth knowledge of local legal procedures and instruments and significant experience in applying legal expertise and ability to prepare legal briefs and opinions.
- Ability to work within a tight schedule and good understanding of the legal system. Ability to manage, prioritize multiple tasks/initiatives and to deliver to deadlines.
- 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 background.
- Willingness to learn and keep abreast of new developments in the legal profession.
- Demonstrate professional leadership and ability to collaborate with others to achieve results.
- Ability to use computer applications and Microsoft Office software package. Must have excellent Thaana typing skills.

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