

## TOR -Assistant Legal Officer

<b>Document Number</b>	TOR-2020/3	<b>Authorized Date</b>	20 July 2020
<b>Owner</b>	Corporate Affairs Division Legal Affairs	<b>Version</b>	1
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<b>Effective Date</b>	15 July 2020	<b>Authorized by</b>	Fathimath Sujatha Haleem

TOR -Assistant Legal Officer

### 1. INTRODUCTION

**Post:** Assistant Legal Officer

**Post Type:** Contract-based, (1 year)

**Classification:** Assistant Manager, Gr. 1

**Rank:** MM3

**Duration:** Fixed contract period of 1 year.

**Department:** Legal Affairs

**Division:** Corporate Affairs Division and Public Relations

### 2. Reporting Relationships:

The Assistant Legal Officer will report to the Head of Legal Affairs.

### 3. Overall Responsibilities:

The Assistant Legal Officer will be responsible for assisting in attending to all legal matters of Maldives Pension Administration Office (Pension Office).

### 4. 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, policies, contracts, memorandum of understandings, institutional and operational modalities or legal documents to meet specific circumstances.
- Represent Pension Office in lawsuits, prepare documents for court cases, organize and maintain case files, update case status, meet deadlines set by court, liaise with relevant departments of Pension Office and sections of court regarding cases.
- Translate legal documents from English to Dhivehi and vice versa.
- Assist in legal matters, and carry out any other relevant work assigned by the Head of Legal Affairs.

## 5. Minimum Qualifications and Work Experience

- Minimum University Degree in Law, or Shariah and Law.
- Minimum 3 (Three) years from the legal field, which should include 1 (One) year of working experience in litigation.
- Fluency in written and spoken Dhivehi and English is highly essential.

## 6. Desired Skills and Competencies

- In-depth knowledge of pension related laws and regulations, local legal procedures and instruments and significant experience in applying legal expertise and ability to prepare case documents, legal briefs and opinions.
- Ability to work within a tight schedule and a good understanding of the legal system, and ability to manage, prioritize multiple tasks/initiatives and to deliver on 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 track of new developments in the legal profession.
- Demonstrate professional leadership and the ability to collaborate with others to achieve results.
- Ability to use computer applications, G Suite, and Microsoft Office software package, and must have excellent English and Dhivehi typing skills.
- Priority would be given to personnel with litigation experience.

