

TERMS OF REFERENCE

1. Introduction:

Post: Senior Legal Officer

Post Type: Permanent (Initial contract shall be for a period of one year. The contract shall be extended or made permanent based on performance, upon successful completion of one year.)

Department: Legal Affairs

2. Reporting

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

3. Overall Responsibilities

The Senior Legal Officer will be responsible for undertaking delegated functions and assisting in all legal matters of the Maldives Pension Administration Office (Pension Office).

4. Scope of Work

- Review and draft laws, regulations, policies, agreements, memorandum of understandings, operational documents or legal documents to meet specific circumstances.
- Prepare legal opinions, briefs, reports and provide legal advice on relevant matters.
- Represent Pension Office in lawsuits, prepare documents for court cases, organize and maintain case files, update case status, meet deadlines set by the court, and liaise with relevant departments of the Pension Office and courts regarding cases.
- Perform assigned supervisory duties by providing guidance and feedback, and ensuring timely and satisfactory completion of work.
- Perform legal research and analysis.
- 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. Qualifications and Experience

- Minimum Bachelor of Laws or Bachelor of Shariah and Law degree.
- Minimum 3 (three) years experience in the legal field since obtaining the licence to practice law.

6. Desired Skills

- Good legal analysis skills and 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.
- Experience in drafting laws, regulations and procedures will be an added advantage.
- Ability to work within a tight schedule and good understanding of the legal system, and ability to manage, prioritise multiple tasks/initiatives and to deliver on deadlines.
- Fluency in written and spoken Dhivehi and English is highly essential.
- 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 ability to collaborate with others to achieve results.
- Ability to use computer applications (Google Workspace and Microsoft Office software package), and must have excellent English and Dhivehi typing skills.

