

TERMS OF REFERENCE

Post: Assistant Manager, Legal Affairs and Property Management

Reporting relationship: Manager, Legal Affairs and Property Management

Gross Salary: MVR 21805/-

KEY RESPONSIBILITIES:

1. Provide timely and appropriate legal advice to the Corporation.
2. Attend to all legal matters relating to discussions, meetings, and negotiations with government authorities and third parties in the capacity of legal counsel as required by the corporation and maintain a log and minutes of all such meetings.
3. Assisting in corporate matters in relation to board and board committees, including keeping record and preparing minutes of meetings.
4. Review existing business arrangements, contracts and documentations and to provide legal opinions where required for such existing business arrangements and documentations.
5. Translate legal documents where necessary and review existing and new laws, amendments to existing laws and regulations to ensure compliance.
6. Draft, review, and advice on required regulations, procedures, policies, SOP's, contracts, letters, notices, by-laws and other legal documentation relating to the operations of the Corporation.
7. Drafting court documents and Representing FDC in the Courts and Tribunals of Maldives in hearings, dispute resolutions and all levels of litigations.
8. Update and maintain court calendar, court files and reports as required by the corporation.
9. Communicate with external legal counsel where necessary.
10. Provide legal advice on all potential risk mitigation measures and liability issues that may arise in/and during general business operations.
11. Carry out property management works including maintaining housing stock registry, lease and purchase agreements and legal correspondences.
12. Filing and maintaining all documents of the department and maintain a registry of all contracts and MoU's and other legal documentation of the Corporation.
13. Act as focal points where assigned.
14. Completing other necessary tasks in relations to the work of department

REQUIREMENTS

1. Completion of MQA Level 7 Qualification in Law or related field with minimum 3 years of overall experience in legal sector

Skills and Competencies

1. Should be able to communicate fluently in Dhivehi and English
2. Familiar with contract law, construction law, land law and other legislation relevant to the work of FDC
3. Familiar with FIDIC agreements, finance assessments, construction contracts, loan contracts and civil contracts
4. Experience in drafting legal documents in both English and Dhivehi Language
5. Experience in litigation in the courts and tribunals of Maldives
6. A high level of professionalism which is always required on the job
7. Must have outstanding quantitative skills, problem-solving and decision-making skills.
8. Ability to effectively manage multiple projects/tasks of varying complexities, meet deadlines and work well under pressure.
9. Ability to cope with high levels of responsibility and with confidential matters.