

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Pension Office

TERMS OF REFERENCE

1. Post Details:

Designation:	Legal Officer
Post Type:	Permanent
Contract Period:	Initial contract shall be for a period of one year. The contract may be extended or made permanent based on performance, upon completion of one year.
Department:	Legal Affairs

2. Reporting Requirements

The Legal Officer shall report to the Head of Legal Affairs.

3. Overall Responsibilities

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

4. Scope of Work

- Draft and file forms, statements, pleadings and motions for court proceedings.
- Litigate in court and tribunal proceedings.
- Review case files and documents to determine actionable claims.
- Organise and maintain case files and documents, update case status, meet deadlines set by the court, and liaise with relevant departments and courts regarding cases.
- Draft contracts, legal papers and other legal documents.
- Assist in the resolution of legal disputes, including negotiations and settlements.



- Conduct legal research and analysis.
- Translate legal documents from English to Dhivehi and vice versa.
- Keep abreast of changes in relevant legislation and regulations.
- Carry out any other relevant work assigned by the Head of Legal Affairs.

5. Qualifications and Experience

- A Bachelor's Degree in Law or Shariah and Law.
- Minimum 2 (two) years of professional work experience in the legal field since obtaining the licence to practise 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 or Microsoft Office software package), and must have excellent English and Dhivehi typing skills.

