

## Terms of Reference

### 1. **JOB IDENTIFICATION:**

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|-----|------------------------|---|
| 1.1 | <b>Position Title:</b> | <b>Legal Officer</b>                              |
| 1.2 | <b>Position Level:</b> | <b>7</b>  |
| 1.3 | <b>Division/Unit:</b>  | <b>Company Secretary &amp; Legal Counsel Unit</b> |
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### 2. **PURPOSE, DUTIES AND RESPONSIBILITIES:**

- Render legal services to the company with respect to questions, regulations, practices, or other issues falling within the purview of national laws.
- Conduct comparative studies to prepare legal opinions/views on domestic.
- Advise the company on the requirement of legislation for implementing government policies.
- Disseminate information on laws to the company to create legal awareness.
- Maintain proper records of national statutes, rules and by-laws for reference.
- Execute the orders/directives of the supervisor.
- Guide legal assistant in preparing legal opinions/views.
- Monitor and review the litigations which are completed and enforced under the Court of Law.
- Monitor the enforcement of the judgment received from the Court of Law.
- Attend workshops and seminars organised by the agencies concerned or act as a resource person in meetings related to legal matters.
- Render any other legal services to the company, as and when required.

### 3. **KNOWLEDGE & SKILLS REQUIREMENTS:** *(Minimum requirement for performance of work described (Level of Knowledge, Skills and Ability)).*

- 3.1 **Education:** Bachelors Degree in LL.B.

**3.2 Training:** Should have successfully completed the Post Graduate Diploma in National law (PGDNL).

**3.3 Length and type of practical experience required:** Entry

**3.4 Knowledge of language(s) and other specialized requirement:** Proficiency in written and spoken *Dzongkha* and English. Knowledge of other dialects of the country or other country would be an added advantage.

**4. COMPLEXITY OF WORK.**

- The work requires analytical ability to provide effective legal opinions/views.
- The work requires sound knowledge of national laws.
- The work demands integrity, ethics and professionalism.
- The work requires proper planning, concentration, commitment and originality.
- The work requires thorough research/comparative studies.

**5. SCOPE AND EFFECT OF WORK:**

The position requires providing legal services to the government or autonomous agencies on legal issues pertaining to national laws, particularly on contract laws and other legal issues. The work performed is self-contained. The performance by this position would enhance efficiency and effectiveness of the work/function of the other division/units within the organization.

**7. WORK RELATIONSHIPS:**

Apart from other divisions of the organizations, the position requires to interact with different agencies of the government in order to enhance efficiency and effectiveness of the work assigned.

9. **JOB ENVIRONMENT:**

- Physical exertion while conducting legal awareness.
- Physical exertion while collecting national laws and relevant legal documents from the concerned agencies.
- Physical exertion while going for fieldwork.
- Working late hours on normal days.
- Working on weekends and holidays.