

A. REQUIRED QUALIFICATIONS (COMPETENCIES)

- Minimum three years' experience in the field of legal practice and drafting
- PGDNL (Post Graduate Diploma in National Laws)
- LLB
- Communication Skills: - should be Fluent in Dzongkha and English (Writing and speaking),
- Problem Solving,
- negotiation and
- advocacy.

B. TITLE AND GRADE

- Job title/Position: Legal Officer
- Department/Section/Unit: CEO's Office
- Level: Grade 6 (Drukair grade)
- Reports to: CEO

C. TERMS OF REFERENCE (TOR) OF LEGAL OFFICER

i. LITIGATION:

- a. Initiate and pursue legal proceedings as required by the Company i.e., prepare writs, defenses, submissions and other pleadings in civil cases both "for and against" the Company.
- b. Represent the Company in the Court of Law.
- c. Prepare, file and plead cases in Commercial Court in pursuit of amounts owed to the Company.
- d. Research and prepare legal opinions on various civil matters including claims for compensation against the Company.
- e. Ensure proper and full compliance with all Acts and Regulations of the Country.
- f. Draft and review all legal documents (contracts, Agreements, Power of Attorney, Petitions or Rebuttals etc.) with suppliers and employees.
- g. Correspond and communicate with outsiders, mainly on legal matter.
- h. Maintain register of legal documents.

ii. LEGAL SERVICES:

- a. Provide sound legal advice to the Company and make recommendations to Management as necessary.
- b. Draft and/or review legal letters, contracts and agreements and monitor legal obligations under agreements to ensure compliance, as requested/Vet every agreement in which Drukair is a party before it is signed.
- c. Review all the forms and legal documents.
- d. Standardize all legal briefs submitted to the Courts.

D. OTHER ASSIGNMENTS

- a. Prepare board meeting agenda in consultation with the Chairman and CEO of the company, and coordinate, attend and draft minutes of the Board in absence of the Company Secretary.
- b. Meet the statutory compliance requirement under the Companies Act of the Kingdom of Bhutan and other relevant Laws including renewal of business licenses and updating of other important documents required for company's business as a going concern from the regulatory authorities in absence of the Company Secretary.
- c. Any other tasks assigned by CEO or Management.