

Terms of Reference (ToR)

Legal Officer, FCBL Corporate Headquarters, Phuentsholing

Position Title	Legal Officer
Grade	M4
Pay & Allowances	<ol style="list-style-type: none"> 1. Basic Pay: Nu.21,990 2. 20% House Rent Allowance (HRA) on basic pay 3. Fixed Allowance: Nu. 12300.00 4. LTC: Nu. 1250 5. Other benefits: PBVA & other entitlements as per FCBL Service Rules
Type of Employment	Regular after a six-month probation period and during this period, will be positioned one grade lower.
Qualification & Experience	Bachelor of Law plus Postgraduate Diploma in National Law with minimum 3 years of working experience and must have a certified BAR License.
Background	The Legal Officer shall ensure compliance to legal regulatory requirements, and develop necessary legal documents. S/He will work under the Legal Unit with direct supervision of the Legal Head and carry out all functions specified in the Terms of Reference and as required by the management.
Knowledge, Skills & Abilities	<ol style="list-style-type: none"> 1. In-depth knowledge of Bhutanese laws, regulations, and legal procedures, including civil, criminal, administrative, and corporate law. 2. Understanding of contract law, procurement rules, labor laws, and regulatory compliance. 3. Knowledge of legal research methods, documentation standards, and case management procedures. 4. Familiarity with corporate governance, risk management, and dispute resolution processes. 5. Strong legal research and analytical skills to interpret laws, regulations, and policies accurately. 6. Excellent drafting and documentation skills for contracts, agreements, legal opinions, and notices. 7. Effective communication and negotiation skills to interact with internal and external stakeholders. 8. Critical thinking and problem-solving skills for handling complex legal issues and disputes. 9. Ability to provide sound legal advice and guidance to management

	<p>and staff.</p> <p>10. Ability to ensure compliance with corporate policies, government regulations, and statutory requirements.</p> <p>11. Ability to maintain confidentiality, professionalism, and integrity in handling sensitive legal matters.</p>
<p>Duties, Responsibilities & Accountabilities</p>	<ol style="list-style-type: none"> 1. Provide legal advice and guidance to management and staff on legal matters affecting the organization. 2. Interpret laws, regulations, and policies to ensure informed decision-making. 3. Assist in mitigating legal risks and ensuring organizational compliance. 4. Draft, review, and vet contracts, agreements, MoUs, and other legal documents. 5. Ensure all contracts are legally sound and aligned with corporate policies and regulatory requirements. 6. Monitor contractual obligations and advise on compliance and enforcement. 7. Handle legal disputes, claims, and litigation involving the organization. 8. Liaise with external legal counsel, courts, and relevant authorities when required. 9. Prepare legal documents, case summaries, and reports related to ongoing cases. 10. Ensure the organization complies with all applicable laws, rules, and regulations. 11. Monitor changes in legislation and advise management on potential impacts. 12. Support internal audits and compliance reviews. 13. Maintain proper records of all legal documents, contracts, and case files. 14. Ensure confidentiality and secure handling of sensitive legal information. 15. Prepare periodic legal reports and updates for management. 16. Assist in drafting, reviewing, and updating internal policies and procedures. 17. Ensure policies are aligned with legal and regulatory frameworks. 18. Conduct legal awareness sessions for staff on compliance, contracts, and legal risks. 19. Provide guidance on legal best practices across departments. 20. Accountable for the accuracy, quality, and timeliness of legal advice

	<p>and documentation.</p> <p>21. Responsible for safeguarding the organization's legal interests and minimizing risks.</p> <p>22. Accountable for maintaining confidentiality and upholding professional ethics.</p>
Document Requirements	<ol style="list-style-type: none">1) Duly Filled FCBL Employment Application Form (download from website: www.fcbl.bt)2) Curriculum Vitae/Resume3) Copies of Academic transcripts4) Copy of valid Citizenship Identity card5) Security Clearance Certificate6) Original Medical fitness certificate7) No Objection Certificate, if employed8) Certificate of Post Graduate Diploma in National Law9) Certificate from the Bar Council of Bhutan.