

## Terms of Reference (ToR)

### Legal Officer\_FCBL Corporate Headquarters, Phuentsholing

<b>Position Title</b>	Legal Officer
<b>Grade</b>	M3
<b>Pay &amp; Allowances</b>	<ol style="list-style-type: none"> <li>1. Basic Pay: Nu.26,850</li> <li>2. 20% House Rent Allowance (HRA) on basic pay</li> <li>3. Fixed Allowance: Nu. 13600.00</li> <li>4. LTC: Nu. 1250</li> <li>5. Other benefits: PBVA &amp; other entitlements as per FCBL Service Rules</li> </ol>
<b>Type of Employment</b>	Regular after a six-month probation period and during this period, will be positioned one grade lower.
<b>Qualification &amp; Experience</b>	Bachelor of Law plus Postgraduate Diploma in National Law with minimum 3 years of working experience and must have a certified BAR License.
<b>Background</b>	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.
<b>Knowledge, Skills &amp; Abilities</b>	<ol style="list-style-type: none"> <li>1. In-depth knowledge of Bhutanese laws, regulations, and legal procedures, including civil, criminal, administrative, and corporate law.</li> <li>2. Understanding of contract law, procurement rules, labor laws, and regulatory compliance.</li> <li>3. Knowledge of legal research methods, documentation standards, and case management procedures.</li> <li>4. Familiarity with corporate governance, risk management, and dispute resolution processes.</li> <li>5. Strong legal research and analytical skills to interpret laws, regulations, and policies accurately.</li> <li>6. Excellent drafting and documentation skills for contracts, agreements, legal opinions, and notices.</li> <li>7. Effective communication and negotiation skills to interact with internal and external stakeholders.</li> <li>8. Critical thinking and problem-solving skills for handling complex legal issues and disputes.</li> <li>9. Ability to provide sound legal advice and guidance to management</li> </ol>

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

	<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>
<b>Document Requirements</b>	<ol style="list-style-type: none"><li>1) Duly Filled FCBL Employment Application Form (download from website: <a href="http://www.fcbl.bt">www.fcbl.bt</a>)</li><li>2) Curriculum Vitae/Resume</li><li>3) Copies of Academic transcripts</li><li>4) Copy of valid Citizenship Identity card</li><li>5) Security Clearance Certificate</li><li>6) Original Medical fitness certificate</li><li>7) No Objection Certificate, if employed</li><li>8) Certificate of Post Graduate Diploma in National Law</li><li>9) Certificate from the Bar Council of Bhutan.</li></ol>