

## **Terms of Reference**

Job Title	Legal Assistant
Reports to	Legal Officer
Office	NRDCL, Head Office, Thimphu

### **Duties and Job Responsibilities**

1. Review and prepare cases on behalf of the company in consultation with the Legal Officer and Management.
2. Assist in instituting cases before the Royal Court of Justice or Arbitral Tribunal on behalf of the agency.
3. Provide administrative support to legal officer in drafting, reviewing, and organizing legal documents.
4. Execute fact-finding through document enquiry and review in relation to the facts of the case under the supervision of the Legal Officer.
5. Assist in preparing or reviewing MoU, agreements, contracts, and other legal documents.
6. Maintain and organize legal files, documents, and databases in a systematic and confidential manner.
7. Assist in preparing materials for court hearings.
8. Provide general administrative support such as answering phone calls, managing emails, and handling correspondence.
9. Assist and or carry out enforcement of judgments or awards or resolutions or decisions as the case may be.
10. Perform any other duties/tasks as assigned by the Supervisor/Management.

### **Qualification, experience and other requirements**

- Qualification requirement of min. Class XII plus Diploma in National Law with relevant work experience of min. five years.
- Should be familiar with the Laws, Rules, Regulations, Acts, Policies, etc.
- Should have knowledge of fact finding, case preparations, drafting, etc.
- Ability to plan, organize work processes and think analytically and strategically;
- Ability to work with/in teams and good interpersonal skills;
- Should have very good written and verbal communication skills, esp. in Dzongkha.
- Should have strong negotiation and presentation skills,
- Should have strong sense of commitment for the Company.

### **Grade, remuneration and other benefits**

- As per NRDCL Service Rules and Regulations in force.