

**Terms of Reference (ToR) for Legal Officer of 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.26850 + 20% House Rent Allowance (HRA) on basic pay</li> <li>2. Fixed Allowance: Nu. 13600</li> <li>3. LTC: Nu. 1250</li> <li>4. 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 will be positioned one grade lower than the actual grade during this period.
<b>Qualification &amp; Experience</b>	Bachelor of Law plus Postgraduate Diploma in National Law with 3 years of 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>	<ul style="list-style-type: none"> <li>■ Critical thinking &amp; problem solving</li> <li>■ Should possess strong language (written &amp; spoken) in both English and Dzongkha</li> <li>■ Good Leadership &amp; strong interpersonal qualities</li> <li>■ strong negotiation skills besides having potential skills in dealing with cases in the legal court of justice.</li> <li>■ Must possess a high level of ethics/ integrity and the ability to meet deadlines</li> <li>■ Conflict &amp; Risk Management</li> </ul>
<b>Duties, Responsibilities &amp; Accountabilities</b>	<ol style="list-style-type: none"> <li>a) Drafting agreements and Memorandum of Understanding (MoU) between the company and its clients and partners.</li> <li>b) Reviewing agreements and Memorandum of Understanding.</li> <li>c) Draft letters and applications for the company if and when necessary due to inputs required from the legal standpoint.</li> </ol>

	<p>d) Be the custodian of all important licenses, agreements, and other legal documents of the company.</p> <p>e) Provide legal advice to the departments and divisions of the company.</p> <p>f) Disseminate information on laws to employees to create legal awareness.</p> <p>g) Render any other legal services to the company, as when required.</p> <p>h) Represent the company in a court of law, for any legal issues of the Company.</p>
<p><b>Document Requirements</b></p>	<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 (PGDNL, Degree, Class XII &amp; X)</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>



General Manager  
HR & Administration Division  
Food Corporation of Bhutan Ltd.  
Phuentsholing: Bhutan