

TERMS OF REFERENCE

Job holder name:	Designation: Legal Assistant
Job grade: A3	Directly reports to: Head, Legal & Recovery Division

Job purpose {define the key aspects of the role briefly – why does the job exist?}

The job holder assist the Head, Legal & Recovery in managing the Legal Division in order to protect Bank's interest by provision of sound advice on legal & compliance aspects. The job holder also represents the Bank in litigation, arbitration, or other administrative or legal proceedings, or in matters in which the Bank may become a party or have an interest.

Key responsibilities {define the key responsibilities of the job}

1. Standardize all legal briefs submitted to the Courts ;
2. Ensure proper and full compliance with all Acts and Regulations of the Country;
3. Study and advice the Management on risk associated with exposure;
4. Make recoveries as per the timelines agreed between the BoBL and clients;
5. Represent BoBL in the Court of Law;
6. Study all the provisions of relevant laws;
7. Drafting of day to day office correspondence, translation of judgments and timely rebuttals as and when required by the competent authorities.
8. Make recoveries and seize properties as directed by the courts on time;
9. Negotiate with the defaulting clients;
10. Filing of recovery suits in the court and submit rebuttals;
11. Seize and auction mortgaged properties as per Court order and the mortgage deeds;
12. Seizure of movables properties without obtaining court order ;
13. Vetting/review all the forms and legal documents;
14. Any other task assigned by the supervisor.

Areas of contribution {define the key areas of performance measurement}

The job holder is responsible for closure of all cases forwarded to the Division by the Branch offices and reduction in the existing cases in ADR/NPA. The job holder also monitors and implements Court judgments with the Division and the Branch offices.

Authorities & decision making {define the key authorities implicit to the job **but not financial responsibilities**}

Authority to represent the bank in the Courts as per the Power of Attorney.

Experience & knowledge required {define the experience & knowledge required to do the job well}

Qualification: Class XII with Diploma in National Law.

Experience: Fresh, however preference will be given to applicant with experience.

Skills: Excellent verbal & written communication skills in English & Dzongkha and should be able to translate English to Dzongkha to English (Bilingual). Excellent analytical & problem resolution skills with adequate knowledge of Banking laws and Legal System in the country and of lending practices, collaterals, securities, mortgages etc...

Complexity & judgment {define the job complexities & areas where judgment by job-holder is vital}

The job holder deals with inconsistent court judgments, willful, difficult and untraceable defaulters/ guarantors and collaterals.

Approvals {signatures in this section denote agreement to the job description}

Designation	Signature	Date
Job Holder		
Immediate supervisor		
Human Resources		