

TERMS OF REFERENCE

Job holder name:	Designation: Legal Officer
Job grade: M4	Directly reports to: Head, Legal & Recovery Division

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

To provide sound advice on legal & compliance aspects. To contribute in the development process of Bank's policies, procedures and controls at various levels through input of legal advice. Represent 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. To ensure legal security for implementation of functions of the Bank, ensure rights of Bank clients, protect from possible risks of banking system and direct activities towards creation of convenient legal environment for long term and stable activities.

Key responsibilities {define the key responsibilities of the job}

1. Standardize all legal briefs submitted to the Courts.
2. Review all legal documents.
3. Ensure proper and full compliance with all Acts and Regulations of the Country.
4. Study and advice the Management on risk associated with exposure.
5. Make recoveries as per the timelines agreed between the Bank and the clients.
6. Represent the Bank in the Court of Law.
7. Implement on time the compact signed with the Legal Division.
8. Study all the provisions of relevant laws.
9. Make recoveries and seize properties as directed by the courts on time.
10. Negotiate with the defaulting clients.
11. File recovery suits in the court and submit rebuttals.
12. Seize and auction mortgaged properties as per Court order.
13. Review all the forms and legal documents.
14. Any other duties that may be assigned by the supervisor.

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

Meeting the target of the company and closure of all cases forwarded to the Division. Reduction in the existing cases in ADR. Monitoring and implementation of Court judgments with the Division and the Branch offices.

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

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: LLB with Post Graduate Diploma in National Law.
Experience: Fresh.
Skills required: Excellent verbal & written communication skills in English & Dzongkha, excellent analytical & problem resolution skills and adequate knowledge of Banking laws and Legal System in the country. Sound knowledge of lending practices, collaterals, securities, mortgages

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

Ability to deal with inconsistent court judgments, dealing with willful and difficult defaulters 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		