RENEW Microfinance Pvt. Ltd.
Terms of Reference
ToR of Legal Officer

Overall Job Description

The Legal Officer shall support RENEW Microfinance Private Ltd. (RMF) in providing all legal services.

Specific Duties and Responsibilities:

- Legal due diligence, compliance, and risk management.
- Ensure proper and full compliance with all Acts and Regulations of the Country.
- Legal research, contract drafting and management.
- Review and provide legislative policy feedback on relevant laws and regulations.
- Review all forms and legal documents.
- Act as Company's legal representative in negotiation and finalization of contracts, agreements, MoUs, and other key legal documents for the Company.
- Negotiate with the defaulting clients.
- Represent RMF in the court of law.
- File recovery suits in court and submit rebuttals.
- Managing record keeping and filing system.
- Provide general legal support to the RMF management.
- Undertake any other responsibilities that may be assigned as and when required by the supervisor.

Qualification & Experience Requirement:

- Must have LLB with Post Graduate Diploma in National Law (PGDNL) with a minimum of 55 aggregate in bachelor's degree.

Skill Requirement:

- Good analytical and numeracy skills
- Good presentation skills
- High Integrity/ ethics, and the ability to meet deadlines.
- Excellent verbal & written communication skills in English & Dzongkha,
- Adequate knowledge of Banking laws and the Legal System in the country.
- Sound knowledge of lending practices

Other requirements

- Curriculum Vitae
- Copy of bachelor's degree certificate & Academic Transcripts, and Academic transcripts of Class 10 & 12
- Copy of Citizenship ID Card.
- Security Clearance Certificate (Approved online)
- Letter of job exprience
- Medical Fitness Certificate.
- Recommendation letter from non-family related referees

Employment Type

- Regular

Salary & Others Benefits

- Salary and benefits shall be fixed within the existing RENEW MFI pay scales & in line with the RENEW MFI Service Rules.