

**ROYAL GOVERNMENT OF BHUTAN
ROYAL UNIVERSITY OF BHUTAN**

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Legal Officer**
- 1.2 Position Level: 7- 4**
- 1.3 Occupational Group: Administrative & Technical**
- 1.6 Place of work: Office of the Vice Chancellor**

2. MAIN PURPOSE OF THE POSITION:

The Legal Officer shall be the legal advisor to the University and the Vice Chancellor. The Officer shall provide all forms of legal services in the University.

3. Representative Work Activities:

- Provide legal advices in the formulation of rules, regulations and manuals;
- Draft in coordination with the concerned officials various contract documents, legal documents and MOUs and other agreements that has legal implications;
- Help the University in minimising legal risks;
- Provide legal advice to various decision making processes;
- Liaise with legal bodies in seeking legal advises and support services;
- Carry out litigation with the Office of the Attorney General on behalf of the University and attending to court summons;
- Represent the University in arbitration;
- Coordinate dispute resolution on behalf of the University and the Colleges;
- Act as focal person for any legal issues related to the University; and
- Carry out any other task that may be assigned from time to time.

4. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS :

4.1 Education: LLB with PGDNL.

4.2 Experience: Preference shall be given to those with relevant experience.

4.3 Knowledge Skills and Abilities:

- Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
- Good communications skills both in terms of written and speaking.
- Sound analytical skills with knowledge in planning, management and execution of projects and activities. Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- Ability to work in teams and ready to work beyond working hours.