

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB Identification

- 1.1 Position Title : Chief, Legal Division/Deputy Chief Legal Officer/ Sr. Legal Officer/
Legal Officer
- 1.2 Position Level : 4/5/6/7
- 1.3 Occupational Group : Administrative & Technical
- 1.4 Employment Duration : Regular
- 1.5 College/OVC : Office of the Vice Chancellor, Royal University of Bhutan

2. MAIN PURPOSE OF THE POSITION:

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

3. GENERAL ROLES AND RESPONSIBILITIES:

The Legal Officer shall report to the Office of the Vice Chancellor. The General roles and responsibilities of the Legal Officer shall include but will not be limited to the following:

- 3.1 Assist with legal advices in the formulation of rules, regulations and manuals;
- 3.2 Assist the concerned officials in drafting of contract documents, legal documents and MOUs and other agreements that has legal implications;
- 3.3 Provide legal advices in the formulation of rules, regulations and manuals;
- 3.4 Draft in coordination with the concerned officials various contract documents, legal documents and MOUs and other agreements that has legal implications;
- 3.5 Help the University in minimizing legal risks;
- 3.6 Provide legal advice to various decision-making processes;
- 3.7 Liaise with legal bodies in seeking legal advises and support services;
- 3.8 Liaise with litigation works with the Office of the Attorney General on behalf of the University and attend to court summons;
- 3.9 Represent the University in arbitration;
- 3.10 Coordinate dispute resolution on behalf of the University and the Colleges;
- 3.11 Act as focal person for any legal issues related to the University; and
- 3.12 Carry out any tasks as may be assigned from time to time.
- 3.13 Assist the dispute resolution works on behalf of the University and the Colleges.

4. KNOWLEDGE, SKILLS AND ABILITIES (KSA) REQUIREMENTS

- 4.1 **Education:** LLB with PGDNL and Certified by Bar Council of Bhutan.
- 4.2 **Experience:** Preference will be given to those with relevant experience and position level will commensurate with number of years of experience.
- 4.3 **Knowledge and Skills and Abilities:**
- 4.3.1 Conversant in the area of responsibilities both in terms of technical knowledge and changing environment.
 - 4.3.2 Good communication skills in terms of written and speaking.
 - 4.3.3 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.
 - 4.3.4 Ability to work in teams and ready to work beyond working hours.