

Agro National Corporation Private Limited  
Maldives

**Job Opportunity**  
Number: AGRO/HR/2023/05  
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## Assistant Manager, Legal

The main responsibility of the Legal Executive is to plan and direct all aspects of Agro National Corporations' legal affairs and ensure all business policies and activities are managed in compliance with applicable current laws and regulations. Assistant Manager - Legal is expected to provide legal support and advice pertaining to the projects undertaken by the organization.

### LOCATION

AgroNat Head office, K.Male'

### SCOPE OF WORK:

- Manage all legal operations and procedures of the company.
- Execute precautionary measures to protect the company from any legal risks.
- Review and monitor company's corporate governance compliance, provide counsel and guidance to management with all matters related to corporate and legal affairs.
- Negotiate and coordinate business transactions.
- Provide confidentiality in all business-related measures.

### QUALIFICATION AND EXPERIENCE

- Undergraduate degree in law, with minimum 2 years' experience.
- Experience working in a similar area at supervisory level.
- Determined and highly motivated, with ability to work without close direction.
- Excellent communication and interpersonal skills.
- High level of integrity, accuracy, dependability, enthusiasm, and confidentiality.
- Must possess initiative, be reliable, dependable, eye for detail and be able to thrive under pressure.
- Excellent written and oral communication skill in Dhivehi and English
- Able to work overtime as and when required.

### REMUNERATION

- Basic Salary: MVR 10,000/-
- Service Allowances: MVR 3,000/-
- Attendance Allowance: MVR 2,500/-
- Fixed Allowance: MVR 2,500/-
- Hardship Allowance: MVR 1,500/-
- Phone Allowance: 450/-

### APPLICATION PROCESS

Interested Applicants are invited to submit the following documents to [hr@agronational.mv](mailto:hr@agronational.mv)  
(mailto:hr@agronational.mv)

1. CV
2. Copies of accredited certificates
3. Two (2) professional reference from previous employer
4. Clearance Letters from both Maldives Police Services and Anti-Corruption Commission Report

## 5. ID card

The deadline for submission of application is 1500hrs, 26th January 2023. Incomplete applications and any application received after the deadline will not be considered

Interested candidate may contact AgroNat to obtain further clarification and understanding of the scope of work and responsibility prior to the submission of the application. Please send all queries related to this to [hr@agronational.mv](mailto:hr@agronational.mv) (mailto:hr@agronational.mv).

22 Jan 2023