

Legal & Administrative Officer

Position: Legal & Administrative Officer

Employment Type: Full-time (Contract)

Department: Admin & HR

Position Summary

Medianet is seeking a detail-oriented and proactive **Legal & Administrative Officer** to support our legal, regulatory, and corporate administrative functions. The ideal candidate will assist in drafting and reviewing contracts, managing regulatory compliance, conducting legal research, and providing administrative support to maintain efficient legal operations within the company.

Key Duties & Responsibilities

1. Legal & Contract Management

- **Contract Drafting & Review:** Assist in preparing, reviewing, and finalizing commercial contracts, service level agreements (SLAs), Non-Disclosure Agreements (NDAs), Memorandums of Understanding (MOUs), and licensing agreements.
- **Legal Research & Opinions:** Conduct legal research on corporate, telecommunications, media, and labor laws; draft brief memos, legal summaries, and legal opinions to guide internal stakeholders.
- **Dispute & Litigation Support:** Assist in preparing documentation required for dispute resolution, arbitration, media tribunal proceedings, or court matters under the direction of the Legal Counsel.

2. Compliance & Regulatory Affairs

- **Regulatory Alignment:** Ensure company policies, operational agreements, and broadcast/telecom initiatives comply with relevant Maldivian laws, Communications Authority regulations, and corporate policies.
- **Record Keeping & Databases:** Maintain, update, and secure confidential legal files, contract databases, case logs, and regulatory compliance records.

3. Administrative & Operational Support

- **Inter-Departmental Liaison:** Coordinate with internal departments, external legal counsels, regulatory authorities, and key corporate stakeholders under the guidance of the Legal Management.
- **Meeting & Case Management:** Provide administrative support during legal meetings, hearings, and contract negotiations (including minute-taking and document preparation).
- **Tracking & Follow-ups:** Monitor case progress, legal deadlines, contract renewals, and filing schedules to guarantee timely execution.
- Carry out other related administrative tasks assigned to support the smooth operation of the Legal Department.

Position Requirements & Qualifications

- **Education:** Bachelor's Degree (MNQF Level 7) in Law (LL.B) or a directly related field.
- **Experience:** Minimum **1 year of relevant experience** in legal administration, contract management, or practicing law.
- **Technical & Language Skills:**
 - Proficiency in written and spoken **English and Dhivehi**, with strong legal drafting capabilities in both languages.
 - Solid understanding of Maldivian corporate, contract, employment, and intellectual property laws.
 - Proficiency in Microsoft Office Suite and document management tools.

Required Application Documents

Interested candidates must submit the following documents compiled into a single PDF file:

1. **National Identity Card:** Clear, unexpired copy.
2. **Updated Curriculum Vitae (CV):** Including current contact details (phone number and email) and contact details of recent supervisors for reference checks.
3. **Work Experience Letters:** Official documents detailing past responsibilities, employment start/end dates, and positions held.
4. **Educational Certificates:** Accredited degree certificates and academic transcripts (MQA assessment report required for foreign qualifications).
5. **Bar Admission / License Copy:** (If applicable).