



Building for the Future

Terms of Reference (ToR) – Legal Assistant

Position Title: Legal Assistant

Department: Corporate Office

Reports To: Chief Executive Officer

Job Purpose:

To provide high-quality legal administrative support to ensure that the legal department functions effectively and efficiently in delivering legal services and ensuring compliance with applicable laws and regulations.

Key Roles & Responsibilities:

- Assist in the preparation, review, formatting, and proofreading of legal documents and correspondence (e.g., contracts, pleadings, briefs, legal opinions).
- Conduct basic legal research and compile findings in a clear and concise manner.
- Manage and organize legal files and documents, both physical and electronic, ensuring they are accurate and up to date.
- Schedule meetings, hearings, and other legal proceedings; maintain legal calendar and track deadlines.
- Liaise with internal departments and external parties (e.g., courts, law firms, regulatory bodies).
- Support due diligence processes and assist in compliance and regulatory filings.
- Maintain confidentiality and handle sensitive information with discretion.
- Perform general administrative tasks such as photocopying, filing, data entry, and managing office supplies related to legal operations.
- Assist in monitoring changes in relevant legislation and the regulatory environment.
- Coordinate all matters related to leasing and purchase of land for PCAL's operational and strategic needs.
- Maintain accurate and up-to-date records of leased and owned land.
- Ensure timely processing of legal documentation, registration, and compliance with national land regulations.
- Ensure timely assessment and payment of annual land taxes for all PCAL-owned and leased lands.
- Prepare documentation and liaise with government tax offices to comply with land tax regulations.
- Maintain records of payments for audit and compliance purposes.
- Initiate and oversee the renewal process of government land lease agreements with the Dzongkhag or relevant local authorities.
- Ensure timely submission of required documentation for renewal to avoid penalties or disruption.
- Maintain communication with government agencies to stay updated on lease terms and regulations.

CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)

DZONGKHAG: SAMTSE, BHUTAN

Phuentsholing Depot Tel: 00975-5-252885; Gelephu Depot Tel: 00975-6-251605;

Samdrup Jongkhar Depot Tel: 00975-7-251790

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- Collect annual building taxes from tenants occupying PCAL buildings.
- Ensure records are maintained regarding tax liabilities and receipts.
- Coordinate with finance for proper documentation and reconciliation.
- Carry out other land/property-related tasks as assigned by the department.
- Support audits, inspections, or legal matters related to land and property.
- Keep up-to-date with changes in land and tenancy laws and advise management accordingly.
- Monthly rental collection from outside tenants and business operators.

Skills and Competencies:

- Excellent communication and interpersonal skills.
- Strategic thinking and problem-solving abilities.
- Proficient in writing, reading and speaking Dzongkha & English.
- Knowledge of legal terminology
- Understanding Legal procedures