



# মানবিক সাহায্য সংস্থা (এমএসএস) MANABIK SHAHAJYA SANGSTHA (MSS)

## Vacancy Announcement

Manabik Shahajya Sangstha (MSS) is a leading national-level NGO engaged in socio-economic development since 1974 and providing microfinance to over 200,000 people in rural and urban areas with financial support from PKSF, banks, and other financial institutions. MSS intends to recruit for the following position.

**Position: Legal Officer**

**No. of position: 01**

**Job Summary:** MSS is looking for a competent person for the position of Legal Officer. S/he is expected to contribute effectively to overseeing the organization's litigations and legal affairs.

**Duties and Responsibilities:** Key Responsibilities include (but are not limited to)

1. Regularly update ongoing legal cases and investigations, and take necessary legal steps.
2. Make a schedule for Court attendance, takes necessary preparation, and follow up on them.
3. Ensure follow-up on court attendance dates and the presence of the defendant for a hearing.
4. Ensure maintained communication with the assigned Lawyer and visit (if needed) to get clarifying instructions.
5. Prepare Zone, Area, and Branch wise monthly reports regarding the (ongoing, dismissible) legal cases and report them with the concerned department.
6. Prepare a monthly report based on ongoing cases regarding default loan amount by members, embezzled amount by the staff, and collected amount both from the members and staffs.
7. Ensure preservation of copies of a set of documents in Head Office regarding every ongoing legal case.
8. Ensure regular communications with the assigned lawyers and legal advisers of MSS locally.
9. Ensure appropriateness and prior approval of all the expenses related to the legal procedure.
10. Ensure up gradation of litigation database.
11. Any other relevant task assigned by the management of MSS.

**Job Nature:** Full time

**Educational Requirements:** LLB/LLM from any reputed university/Institute with a good academic record. Licensed Advocates will get preference.

**Experience Requirements:**

- At least 2 years of practical experience in the relevant field.
- Experience working in any reputed Bank, MFI in a similar role will get preference.

**Job Requirements:**

- Age maximum 35 years.
- Both males and females can apply.
- Familiarity with judicial systems.
- Good understanding of the law and practice of Bangladesh.
- Should be good at drafting Legal documents both in Bangla and in English.

- Should have good MS office application skills, especially in MS Word & MS Excel with Bangla (Bijoy) and English typing.
- Must have the ability to translate Bengali to English and/or English to Bengali of Legal documents.
- Patient and calm in pressurized situations.
- Flexibility and willingness to work out of office hours when necessary.
- Should have analytical multi-tasking skills to meet deadlines consistently and adapt well to change over the scope of a project or program.
- Display strong interpersonal, communication, and organizational skills.
- Analyze occurrences and merits for taking legal actions.

**Job Location:** Dhaka with travel outside Dhaka as needed.

**Salary:** During probation Tk. 30,000-35,000. After confirmation Tk. 40,000-45,000

**Compensation & other benefits (After confirmation)**

- Contributory provident fund,
- Gratuity,
- Staff welfare fund,
- Two festival bonuses,
- Yearly salary increment
- And other benefits as per the organization's service rule.

**Applying Instructions:**

Interested candidates are requested to send their **CVs along with a cover letter** (in one MS word/PDF file) addressed to the Executive Director, MSS to: [hr@mssbd.org](mailto:hr@mssbd.org) on or before **February 09, 2023**. Please mention the position you applied for in the subject line of the email. **Only short-listed candidates will be called for the selection process.**

MSS is an equal-opportunity employer. Any kind of persuasion will be treated as a disqualification of the candidate. MSS reserves the right to cancel this recruitment process without assigning any reason whatsoever.