



## Legal Department

### Role Description

#### Job Purpose

- To ensure effective management of legal and contractual risks. Provide technical inputs to the core management team and credit committees. Responsible for providing guidance on corporate governance, negotiating and drafting contracts, and developing of plans and policies.

#### Primary Responsibilities

<b>Strategic Business Initiatives</b>	<ol style="list-style-type: none"><li>1. Develop long term and short-term strategic plans for Legal Department.</li><li>2. Collaborate with senior management in developing strategies, policies and procedures for RICB's growth plans, provide inputs to the top leadership at RICB for important decisions.</li></ol>
<b>Financial Management</b>	<ol style="list-style-type: none"><li>1. Preparation of the annual budget of the Legal Department and ensure adherence in order to minimize deviations.</li><li>2. Carry out feasibility study of the identified plans and projects and prepare annual budget accordingly.</li><li>3. Drive overall loan recovery targets of the Legal Department and ensure maintenance of the NPL within the statutory limit.</li><li>4. Ensure assigned recovery targets, both in financial terms and numbers of loan default</li></ol>



༄། འབྲུག་རྒྱལ་ཉེན་སྲུང་ལས་འཛིན་ཚད།  
**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

	<p>cases on quarterly basis through strict monitoring and supervision.</p> <ol style="list-style-type: none"> <li>5. Ensure appropriate and timely intervention in all legal matters to minimize financial loss to the company.</li> <li>6. Act as first line of defense for RICB’s Risk Governance Model.</li> <li>7. Ensure effective implementation of the Risk Management Framework for the Department including reporting and escalation of relevant information to responsible executives or the Management Committee.</li> <li>8. Manage the risk consistently and integrating with Risk Management Framework (RMF).</li> </ol>
<b>Customer Management</b>	<ol style="list-style-type: none"> <li>1. Ensure that appropriate legal advice provided to the Board, Management and/or respective departments on a proactive basis and as per the requirements.</li> <li>2. Ensure legal services are provided within the acceptable turnaround timeline by adhering to the service standard procedure of the division and other internal service manuals.</li> <li>3. Prioritize, plan, strategize, discuss, monitor and follow up on the implementation of the provision of legal services to the respective departments on a timely basis.</li> <li>4. Ensure high customer satisfaction scores for the department.</li> </ol>



༄༅། འབྲུག་རྒྱལ་ཉེན་སྲུང་ལས་འཛིན་ཚད།  
**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

**Operations  
Management**

1. Provide professional legal support services to all the departments, divisions and units on underwriting, claims settlement, negotiation and drafting of contracts and agreements, interpretation of rules and regulations, reviewing and vetting of existing loan and insurance policy documents, and settlement of employment disputes.
2. Delegate job responsibilities to legal officers and legal assistants with proper instructions and directions.
3. Advise the management and departments on any employment related issues.
4. Advise legal officers and legal assistants on preparation of write-ups and papers on legal issues for submission to the Board and other authorities.
5. Identify potential legal issues associated with present and perspective business process and initiatives, and provide legal advice accordingly.



6. Represent the Corporation before the court of law and all law enforcement agencies in all legal matters.
7. Monitor and follow up on the litigation matters and advise both internal and external customers on the settlement strategies.
8. Review, monitor and supervise all legal matters and court cases for periodic update and submission to the Corporation or other authorities.
9. Assist the management in conducting internal investigations relating to any allegations of non-compliance, misuse of public funds and malpractice by the employees, preparing reports of investigation findings and providing advice on mitigating such risks.
10. Assist in development of new policies and procedures, and reviewing and vetting the existing policy and procedures of RICB, as needed to ensure compliance with legal, regulatory, and RICB policy requirements.
11. Ensure that legal officers and / or legal assistants appropriately deal with complicated or long default recovery cases received from the CID, and a record of the same is maintained.
12. Approve closure and recording of cases where the customer has shown willingness to negotiate.
13. Monitor changes in relevant legislation and the regulatory environment and take appropriate action to comply with that.
14. Ensure preparation of quarterly status report of all legal cases being handled for circulation to the management team.
15. Establish and maintain adequate institutional linkages to ensure effective communication and cooperation with the Corporation.
16. Maintaining full confidentiality of RICB's data.
17. Any other responsibility assigned by



**RICB**  
"Your partner for growth and security"

། འབྲུག་རྒྱལ་ཉེན་སྲུང་ལས་འཛིན་ཚད།  
**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

the CEO.



༄༅། འབྲུག་རྒྱལ་ཉེན་སྲུང་ལས་འཛིན་ཚད།  
**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

<b>People Management</b>	<ol style="list-style-type: none"><li>1. Lead the overall capacity building for legal team and groom high-potential subordinates for better customer service, product innovation, and legal representation, counseling with honesty, integrity and determination.</li><li>2. Drive a performance driven culture in the legal department by timely monitoring, review of performance parameters and feedback to the team members.</li><li>3. Ensure that vacant positions filled up according to budgeted manpower by quality recruits. Take an active role in recruitment of incumbents into positions of senior / middle management.</li></ol>
--------------------------	---