

**TOR for a Legal Advisor (Assignment basis) to the Postgraduate Institute of Science,  
University of Peradeniya**

Postgraduate Institute of Science (PGIS), University of Peradeniya has been established under the Extraordinary Gazette No. 909/13 on 9<sup>th</sup> February 1996. PGIS is under purview of the University Grant Commission and the Ministry of Higher Education.

**1. Scope of Service**

The "Legal Advisor" is expected to provide legal assistance to the PGIS on the financial misappropriation occurred at the PGIS as reported by the Government Audit division of the University of Peradeniya. In connection with the above financial misappropriation of PGIS, he/she is generally responsible for;

- (i) providing legal advice, making representations in civil and criminal litigations and drafting legal documents under general direction of the Director/PGIS;
- (ii) Interact on behalf of the PGIS with relevant national and provincial government authorities as and when required;
- (iii) Representing and defending the PGIS before the Courts of Law and other Tribunals on civil and criminal matters;
- (iv) Provide advice on legal issues and assist in drafting pleadings, legal opinions, memoranda, agreements, contracts and other legal documents;
- (v) Advise on legal matters that should be directed to external counsel/s;
- (vi) Advise on statutory compliances;
- (vii) Prepare legal documentation on various civil matters including claims for compensation against the PGIS;
- (viii) Draft and/or review legal letters, contracts and agreements and monitor legal obligations under agreements to ensure compliance, as requested;
- (ix) Represent the PGIS at Arbitration and Public Utilities Commission hearings;
- (x) Coordinate, advise and follow up the internal investigations and inquiries against the responsible persons
- (xi) Perform duties as Advisor to the Senior Management Committee of PGIS and provide sound legal advice and recommendations to the PGIS as necessary;
- (xii) Any other work assigned by the Director/PGIS

## **2. Job Qualification(s) and Experience Required**

A practicing Attorney-at-Law with at least ten (10) years of experience in handling legal matters. Preference will be given to a candidate working in any state/corporate/commercial environment.

## **3. Duration**

The duration of Advisory Services shall not exceed twelve (12) months and shall be subjected to renewal after elapse of the defined duration.

## **4. Skills and abilities**

Conversant with the government procedures, regulations and rules

Knowledge and understanding of various legislations regarding criminal, civil, industrial and labour laws

Be conversant with all the legislations governing the PGIS

Exposure of dealing matters related to civil, criminal and labour

Excellent interpersonal communication at all levels (verbal and written).

Problem solving and analytical skills.

Ability to be multi-task (Multitasking ability) and meet deadlines.

Ability to cope with high levels of responsibility and confidentiality in all matters.

Ability to work well within the team.

A high level of professionalism which is required on the job at all times.

## **5. Terms and conditions**

- (i) Work schedule to be prepared in consultation with the Director / PGIS
- (ii) Should be able to work at least ten (10) hours per week
- (iii) He/she should submit monthly reports on targets achieved together with an appraisal report to Director/PGIS;
- (iv) A monthly allowance will be paid @ Rs. 50,000/-.
- (v) Additional Payments will be paid for appearances in Courts, preparation of legal document, tribunals (Labour and University Service Appeal Board) Arbitration and Public Utility Commission
- (vi) Legal advisor of the PGIS shall not have any conflict of interest plead any case in any court of law against the PGIS.