

# TROPICAL CLIMATE

## LEGAL ASSISTANT / LEGAL OFFICER

We seek a legal officer to attend to compile material relevant to legal and regulatory matters of the company and its Directors.

### Responsibilities

- Coordinate ongoing Labour, Land and Environmental Related Cases including documentation
- Liaise and manage external legal resources
- Represent the company and the principals in legal and regulatory setting occasionally
- Advise on operational and strategic aspects

The person shall organize documents, interviewing and writing down relevant persons, and preparing content for future legal and regulatory work (land, labour, environmental).

### Essential competencies

- Ability to read, understand and abstract from legal documentation (including acts, case records, state regulations) in national languages
- Ability to interact with legal and regulatory officers
- Factual accuracy and attention to detail
- IT and word-processing skills in English
- Willingness to contribute to organizational work in related area
- Ability to maintain confidentiality and communicate effectively

### Preferred Competencies

- Work well with a multi-disciplinary team
- Wordprocessing skills in Sinhala and Tamil
- Self-motivated, detail-oriented and well organized
- The desire to learn, and the ability to learn quickly

These are full time assignments and can commence immediately. Appointments are under contract with extension based on performance. Work will be in our offices in Akurana or Digana in Kandy. To apply, email (1) a resume/CV, 2) names and contacts of two professional referees and (4) a cover letter to receive immediate consideration.

Email: [fectcv@gmail.com](mailto:fectcv@gmail.com) [hr@tropicalclimate.org](mailto:hr@tropicalclimate.org) and [hrtc@mail.com](mailto:hrtc@mail.com) With a copy to [nycwhizz@yahoo.com](mailto:nycwhizz@yahoo.com)

Applicants shall be reviewed by the deadline at [www.climate.lk](http://www.climate.lk) or [www.tropicalclimate.lk/vacancies.html](http://www.tropicalclimate.lk/vacancies.html) and until the post is filled.

**TROPICAL  
CLIMATE**

c/o Maintenance Office,  
MASL HA&OM, Digana  
Village, Rajawella, KY  
20180

PHONE (+94) 758459048 & 81 2300415  
E-MAIL [hrtc@mail.com](mailto:hrtc@mail.com) [info@tropicalclimte.org](mailto:info@tropicalclimte.org)  
WEB SITE <http://www.tropicalclimate.org>