



# Job Description

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<b>Job Title</b> Company Secretary & Head of Legal	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Head of Department	<b>Industry</b> Banking

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Banking: 9 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

Our client is seeking a highly experienced Company Secretary & Head of Legal to provide overall strategic leadership to the Legal Services & Company Secretarial Department. This role will ensure that the bank complies with relevant legislation and regulations, keeping the Board informed of their legal and governance responsibilities. Serving as the Business' named representative on legal documents, this position is pivotal in ensuring the business and its Board Directors operate within the legal framework of the country.

## Responsibilities

Key Responsibilities:

- Advise the Managing Director, Board of Directors, and management on legal, compliance, corporate governance, and regulatory frameworks governing the banking industry.
- Manage the shareholders' register, communicate with shareholders, and ensure timely payment of dividends.
- Maintain company records, including lists of directors, shareholders, and annual records.
- Oversee the management of legal and regulatory risks within the bank.
- Ensure the timely organization and execution of Board and Committee meetings, including agenda preparation, minute-taking, and action follow-ups.
- Maintain statutory books, such as the register of members, directors, and secretaries.
- Manage correspondences, collate information, write reports, and ensure Board decisions are communicated to relevant stakeholders.
- Identify key legal risks and their mitigations to promote business objectives and sustainability.
- Oversee litigation and manage associated costs.
- Ensure consistent compliance with company registration requirements and maintain the bank's legal status.
- Ensure high-quality coordination and record-keeping of Board meetings.
- Oversee the quality of services provided by professional service providers to the bank and its subsidiaries.
- Provide leadership to foster a conducive work environment and enhance employee satisfaction within the department.
- Ensure quality documentation for lending businesses, agreements, and contracts.
- Provide timely and quality legal advice to the bank.
- Maintain competence of self and staff to effectively perform departmental tasks.
- Ensure departmental structure, policies, processes, procedures, and tools achieve compliance requirements, optimal efficiency, resource utilization, and cost containment.

Risk, Regulatory, Prudential & Compliance:

- Lead effective governance structures to meet governmental, industry, and internal policy requirements.
- Provide input on drafting regulatory requirements and updating policies and procedures.
- Complete and submit required reports to relevant committees and regulatory authorities.
- Participate in senior business committees to provide critical legal advice.
- Monitor and analyze regulatory and legislative developments, providing expert advice to the Country's Executive Committee.
- Prepare formal responses to regulatory requests.
- Implement and monitor the Subsidiary Governance Framework.

#### Financial Management:

- Monitor and control cost management within the department, ensuring adherence to budget.
- Set and manage the budget for the Corporate Governance function.

#### Data Management:

- Define and maintain data models for the Corporate Governance function, ensuring adherence to data security standards.
- Contribute to the development and provision of functional data sets.

#### Client Engagement:

- Lead engagements with the Chairperson and Chief Executive to develop the annual board plan.
- Provide guidance and advice on ethics and good governance.
- Schedule, attend, and produce minutes for board, committee, and management meetings.
- Guide new directors through formal induction programs on business operations and governance.

#### Strategy:

- Develop and execute a Functional Governance Plan.
- Implement governance frameworks, policies, and standards to manage compliance risks.

#### Technology & Architecture:

- Establish technological requirements for the Corporate Governance function to support operational needs effectively.

## Education & Qualifications

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- University degree in Law and relevant professional qualifications.
- Relevant experience in company secretarial services and banking.

## Requirements

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- Minimum of seven years' experience in legal services, with at least three years in recovery and five years in a senior management role.
- Practical experience in the use of MS Office applications.
- Knowledge and experience in modern legal service practices within the financial services industry to provide visionary guidance on strategic changes.
- Knowledge and experience in the role of a company secretary and general company law requirements.
- Ability to interpret the governing laws of the United Republic of Tanzania.
- Experience in the management and attendance of litigations.
- Ability to read and understand relevant statutes in the Banking and Financial Institutions Act, Land Act (especially Mortgage issues), and Central Bank (BOT) Guidelines.
- Interpersonal skills to effectively communicate with and manage customer expectations (internal and external) and other stakeholders who impact performance.
- Knowledge and effective application of all relevant banking policies, processes, procedures, and guidance to consistently achieve required compliance standards or benchmarks.
- Superior verbal, written, and presentation skills.
- Ability to provide guidance to senior and executive leaders and board members on provisions of the law and other regulations.
- Ability to understand business operations and opportunities within the law.
- Advise the Managing Director, Board of Directors, and management on legal, compliance, corporate governance, and regulatory frameworks governing the Bank

## Reporting To

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Managing Director

## Driving Licence

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Not Required

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