



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Head of Legal	Job Location Dar es Salaam	Category Legal
Job Type Full Time	Job level Head of Department	Industry Banking

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 10 Years
Secondary Industry -	Primary Category Legal: 8 Years	Secondary Category -
Certificate -	Qualification -	

Summary

Provide legal services to support the management of specialized legal matters and projects, offering strategic direction to legal officers in managing legal risk. Manage and assist business transactions through effective legal and credit risk assessment, drafting, vetting, and negotiating legal documents. Ensure effective delivery of legal services to clients, including the in-country MANCO and Group. Advise MANCO on regulatory changes and their impact on the bank.

Responsibilities

Principle Accountabilities on Legal Duties

- Assist Management to ensure that the Bank operates to high standards of conduct and to meet all regulatory requirements and code of conduct so as to protect and enhance the reputation of the Bank with its customers and regulators and to avoid significant financial loss.
- Draft and vet agreements, legal opinions; draft all MANCO approved credit facility letters for banking clients.
- Assist with providing legal advice and structuring products so that they are developed in accordance with legally acceptable banking law principles; assist with the drafting of specific terms and conditions for individual products.
- Ensure that all intellectual property of the bank is registered, defended and renewed when expired.
- Assist with all business funding initiatives including not limited to – due diligence reviews, negotiating legal terms and drafting and vetting business finance agreements and ancillary documents and proving instructions to attorneys for local law opinions.
- Develop amend applicable policies from time to time;
- Maintain and manage a panel of external legal service providers; provide instructions to external attorneys where required on behalf of the bank, manage costs associated with external legal providers accounts.
- Ensure that aspects of Legal Risk are identified, covered and controlled in the implementation of the bank and legal projects including, corporate actions (capital market transactions, acquisitions, mergers and all securities related transactions);
- Pro-actively identify and manage legal and risk opportunities in Corporate and Banking Law, legal issues of the bank and related areas of regulation;
- Develop and implement initiatives and tools in order to coach and guide business on legal requirements and risks;
- Accurately report to MANCO on the legal risks and loss events of the bank;
- Design, implement and oversee processes and mechanisms for the effective delivery of legal advice, opinions and responses to legal Ensure proper negotiation, drafting and vetting of legal agreements of group-wide significance;
- Ensure that best practices are adopted, guidelines complied with, and that activities comply with the applicable laws, rules and regulations in a consistent manner within the bank.
- Dissemination and communication of any new regulatory developments applicable to the Company.
- Ensure that a complete set of policies and procedures for Legal is up-to-date and available.
- Manage the departmental budget, ensuring expenditure within set parameters.

- Ensure financial losses are reduced.
- Facilitate strategy formulation with in-country team, set the pace and tone for Legal and ensure everyone is focused on the right priorities.
- Take full responsibility for performance management of all direct reports, focusing on all aspects of sound people management: Recruitment, Development, Performance Management, Career path planning, On-the-job training, coaching & mentoring.
- Ensure appropriate levels of management and accountability.
- Motivate, delegate, and empower appropriately, enabling direct reports to take responsibility and display appropriate creativity and initiative.
- Define performance objectives for staff and work closely with them to grow their skills where needed.
- Ensure that the working environment contributes to improving staff morale and increasing productivity.
- To ensure timely and accurate registration of all securities of the bank so that any complications in the process are quickly addressed.
- To regularly review the bank's security documentation and status to ensure that the bank is fully covered at all times.
- To supervise draw downs on facilities to ensure compliance with approved conditions.
- To liaise with the bank's attorneys in the conduct of court cases and all legal matters.
- To analyse bank's products and services for any potential legal risk.
- To follow up on issues raised by external auditors, internal auditors and bank of Tanzania examination teams and ensure that they are attended to and rectified.
- To ensure that the bank's records at the company's registry are complete and up to date.
- Any other tasks that may be assigned to you by the Managing Director.

Education & Qualifications

- Graduate of Law Degree from an accredited University and admitted attorney

Requirements

- Minimum of 8-10 years' experience in financial and commercial banking environment
- Knowledge of Tanzania's Legal requirements and environment
- Knowledge of Lending Credit Policies, Credit Risk, Legal Risk and Compliance issues and Bank of Tanzania Policies and Regulations.
- Knowledge of legal aspects in respect of banking facilities and security documentation.

Reporting To

- Managing Director and Group Legal Counsel

Driving Licence

Not Required

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