



Job Description

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Job Title Head of Legal and Company Secretary	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Head of Department	Industry Banking, Law

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 5 Years
Secondary Industry Law: 5 Years	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

To serve the Board of Directors and to act as the bank's Legal Advisor and Secretary.

To ensure that the bank is pursuing with vigour all avenues open to minimise losses on its lending portfolio by providing guidance to subordinates so as to make sure that quality services to customers are offered and maintained as per the bank lending policies and procedures.

Responsibilities

(A) Company Secretarial Function

1. Convene Board meetings and Annual General Meetings.
2. Functions prior to and during Board Meetings:
 - o Circulate preliminary notices and agendas for board meetings in consultation with the Managing Director and the GM – Finance & Planning.
 - o Ensure board files are compiled and dispatched to Directors before board meetings are held.
 - o Maintain and distribute accurate minutes of the board meetings to the Members.
 - o Ensure that resolutions and action points from Board meetings are circulated to the Management or affected individuals within the stipulated period.
3. Functions as Secretary of various Board Committees:
 - o Circulate preliminary notices for meetings of committees of the board, in consultation with the Chairs of the Board committees.
 - o Ensure board committee files are compiled and dispatched to Directors before board committee meetings are held.
 - o Maintain and distribute accurate minutes of the meetings to the Members.
 - o Ensure that resolutions and other action points from board committee meetings are circulated to the Management or affected individuals within the stipulated period.
4. Functions prior to, during, and after AGMs/EGMs:
 - o Issue notices of Annual General Meetings/Extraordinary General Meetings.
 - o Prepare the agenda for these meetings in consultation with the board and senior management.
 - o Maintain and record proxies received for these meetings in line with laid down procedures.
 - o Record proceedings of these meetings
 - o File Annual Returns within the time stipulated after the holding of Annual General Meetings.
5. Assist the Board in enhancing the existing Corporate Governance Policy and ensuring its compliance throughout the Bank.
6. Maintain custody and control of the statutory books, minute books, various registers and the company seal.
7. Review and complete the Legal and Company Secretarial manual.

(B) Shares Registry Function

1. Maintenance of up to date members' register and dividend register.
2. Maintain records of correspondence with shareholders with regard to payout of dividends, share transfers and any other shareholder correspondence.
3. Act as the chief liaison between the Bank and the Central Depository and Settlement Corporation.
4. Supervise and manage various corporate actions initiated by the Bank including all processes related to issuance of bonus shares, rights issues etc.

(C) Legal Counsel Function

1. Proactively guide the management on all legal matters affecting the Bank, its affiliates and other related parties, and ensure adherence to the Companies Act, Banking Act and other legislation, including subsidiary legislation in the form of Rules, Gazette notices, Regulations etc.
2. Ensure compliance with regulations issued from time to time by the Bank of Tanzania.
3. Advise on Agreements, contracts and other Bank commitments.
4. Review of the Bank's legal documentation e.g. letters of offer, facility agreements, debentures or any other security documentation to ensure that the Bank's interests are well protected.
5. Responsible for verification and checking of corporate credit files before disbursement
6. Represent company in court/legal related matters.
7. Negotiate with external lawyers on the cases need to be outsourced.
8. Proactively review any changes in legislation, thereafter forwarding the same timeously in the form of legal updates to respective departments for information, action and compliance.
9. Ensure the application of provisions in statute to the Bank's business operations and environment.
10. Managing Legal implications of new projects/products implemented by the bank.
11. Ensuring compliance with ACB policies and methodology, including adherence to Client Protection Principles and customer service standards.
12. Any other related duties that may be assigned from time to time.

(D) Human Resources

1. Liaison with the Head of Human Resources in co-coordinating staff appraisal programmes and overall supervision of staff to ensure that business targets of the Department are achieved.
2. Prepares and manages Department's establishment, staff cost, and budgets to ensure that they are within the overall budget.
3. Identify in liaison with the Head of Human Resources appropriate on the job training and development programmes and to act as internal resources development for staff being supervised.
4. Any other job as may be delegated or assigned by management from time to time.

Education & Qualifications

- University Degree in Law (LLB)
- 5 years relevant experience
- Sworn Advocate/Professional Lawyer

Requirements

- Competency in Computer
- Negotiation Skills
- Leadership skills
- Good communication skills

Characteristics

- A structured approach to dealing with complex and variable work environments in an independent manner.
- Ability to balance opposing business requirements.
- Ability to balance long term and short term requirements independently
- Strong evaluation, communication and reporting skills
- Able to provide advice and cause/effect evaluation to support business decision making
- Independent and logical thinker, yet an achiever and implementer
- Leads by example
- Good at managing large volumes of information and can add value through management reporting
- Builds relationships and networks easily

- Has a strong service ethic

Reporting To

Managing Director

Driving Licence

Not Required

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