



Job Description

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Job Title Legal Manager	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Manager	Industry Law, Banking
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

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

Summary

To provide legal advice and support the Bank and its various departments on all legal related matters, to ensure proper management and monitoring of the Bank's security documentation, contracts and the litigation portfolio. To liaise with external legal counsel on all matters affecting the Bank while ensuring adherence of the terms and conditions of the signed Service Level Agreement.

Responsibilities

Key Responsibilities;

- Manage timely and proper perfection of all securities instruments (Corporate, Personal Banking and Staffs) by liaising with external advocates to ensure proper review, execution and registration of the security documents, for the bank and the Group where there is co-lending.
- Analyze and provide legal advice to business units in structuring financing and other business deals, advising on the security structures for the different arrangements.
- Manage review, execution and custody of all agreements and documentations relating to any ventures being considered by the overall Bank level and at the departmental level. Ensure drafting and reviewing of agreements capture the intended deal, secure bank's interests, negotiate the contract (where so required) and pursue completion (execution as appropriate) of the same in good time.
- Continuous review of the Bank's standard documents/forms and existing security documents to ensure compliance with current legislation and other changes in the regulatory environment.
- Manage litigation portfolio in liaison with the external Lawyers to ensure the Bank's interests are well secured, ensure timely circulation of litigation updates for the scheduled meetings, court attendance during mediation and at the hearing stage, appoint appropriate witnesses for the cases and participate in their preparation, furnish external lawyers with required documents for case preparation, review pleadings and ensure proper execution is done before filing.
- Manage external Lawyers performance through periodic review, ensure timely payment of the Invoices, maintain up to date Professional Indemnity cover and signed service level agreements.
- Provide general legal advice to all the departments on issues when requested.
- Manage and monitor the legal expenses in line with the standard fees and in line with the approved budget.
- Assist Company Secretary in co-coordinating the secretarial services to the various Boards of Directors, including preparation for Board and Board Committee meetings and issue of Agenda; drafting of minutes, reports and resolutions; drawing and filing Statutory Returns and implementing Board directives for the Company
- Attend any other legal duties as may be assigned.

Education & Qualifications

Academic Qualifications:

- Bachelor Degree in Law (LL.B) from a recognized University/Institution.
- Possession of a Master's Degree will be an added advantage.
- Admission as Advocate of the High Court.
- Minimum of five (5) years working experience.
- Relevant professional qualification in Law and Banking

Characteristics

- Performance oriented: Understands measurement metrics, appreciates being measured and applies objective criteria to mitigate risks in case of customer default by ensuring securities are perfected at all times
- Personal Ethics: Must be honest, fair and just with self and extremely high level of integrity.
- Decisive and independent: Ability to operate on own, consult and clarify where necessary and make informed decisions.
- Must be good with people in bad and good times but remain firm and fair.
- Negotiation skills: a good negotiator with convincing approaches
- Communication skills: Excellent written and communication skills, report/proposal writing skills and presentation skills
- Human resources: team building skills.

Driving Licence

Not Required

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