



Job Description

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Job Title Legal Manager	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Banking

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

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

Summary

We are looking for a Legal Manager 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

- 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

- Relevant professional qualification in Law and Banking

Requirements

- Minimum of five (5) years working experience.

Characteristics

- **Confident** (Self Mastery). Describes people who are self-assured, in control, Bold, and deliver to the highest standards of expectations with ease while exhibiting the sort of presence that builds confidence in others.
- **Comfortable** (Connecting with people). Describes people who are cool and resilient under pressure, honest in every dealing, open to constructive criticism, can be relied on to deliver.
- **Elegant** (Effortless delivery). Describes people who demonstrate effortless simplicity and are able to do mundane things with grace and flair. They connect easily with different audiences, exhibit finesse in all interactions and have a high sense of values that they uphold at every turn.
- **Prestige** (Pride and ownership of our work). Describes people who believe in themselves, are respected and treat others with respect and occupy a significant place in people's minds.

Reporting To

Head of Legal and Company Secretary

Driving Licence

Not Required

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