



# Job Description

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<b>Job Title</b> Legal Officer	<b>Job Location</b> Dar es Salaam	<b>Category</b> Legal
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<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: 4 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Legal: 4 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

As a Legal Officer in the banking industry, you will be responsible for providing comprehensive legal support and advice to the bank's various departments. Your role is essential in ensuring that all legal aspects of the bank's operations, including security documentation, contracts, and litigation, are managed effectively. You will work closely with external legal counsel, ensuring that the bank's interests are well-protected and that all legal documentation is in compliance with current regulations.

## Responsibilities

- Manage the timely and proper perfection of all security instruments, including corporate, personal banking, and staff securities.
- Liaise with external advocates to ensure proper review, execution, and registration of security documents for the bank and the Group.
- Provide legal advice to business units on structuring financing deals and other business transactions, advising on appropriate security structures.
- Analyse and review agreements to ensure they capture the intended business deals, protect the bank's interests, and are executed promptly.
- Oversee the drafting, review, and custody of all agreements and documentation related to the bank's ventures.
- Ensure that contracts are negotiated effectively, reflecting the bank's interests, and are executed within the required timelines.
- Manage the bank's litigation portfolio in liaison with external lawyers, ensuring that the bank's interests are well-represented.
- Coordinate the preparation of witnesses, review pleadings, and ensure timely execution of litigation strategies.
- Continuously review the bank's standard documents and security instruments to ensure compliance with legal and regulatory changes.
- Monitor and manage the legal expenses, ensuring they are within the approved budget and align with standard fees.
- Assist the Company Secretary in coordinating secretarial services for the Board of Directors, including preparation for meetings, drafting minutes, and filing statutory returns.
- Provide general legal support to all departments on various legal issues as needed, and attend to any other legal duties as may be assigned.

## Education & Qualifications

- Bachelor's Degree in Law (LL.B) from a recognised university or institution.
- Admission as an Advocate of the High Court.

## Requirements

- A minimum of five (5) years of experience in legal practice, preferably within the banking industry.
- Strong background in legal practice, with a focus on contract management, litigation, and compliance

## Characteristics

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- Strong relationship-building and communication skills.
- Excellent analytical and reporting skills.
- Strategic thinking and problem-solving abilities.
- Decisive, with the ability to make informed decisions independently.
- Strong negotiation skills with a focus on securing favourable outcomes.
- High level of personal ethics and integrity.
- Team leadership and interpersonal skills.
- Ability to manage multiple tasks and meet deadlines

## Driving Licence

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Not Required

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