



Job Title: LEGAL OFFICER	Job Reference indicator:
Organization Function: Legal & Company Secretary	Job grade:
Organization al Level:	Location: Head Office
<p>Reporting Relationships</p> <ul style="list-style-type: none"> <li>Functionally reports to: Head Legal &amp; Company Secretary</li> <li>Administratively reports to: Head Legal &amp; Company Secretary</li> <li>Supervises: Nil</li> </ul> <p>Job objective(s)</p> <ul style="list-style-type: none"> <li>To provide timely, well researched and efficient legal services and support for the Bank.</li> </ul>	
<p>Duties &amp; Responsibilities</p> <ul style="list-style-type: none"> <li>Provide legal support and advice on all transaction negotiations</li> <li>Advice on all legal issues that emanate from existing agreements and new legal documentations.</li> <li>Rendering legal opinion on financial and legal issues that might arise about banks</li> <li>Preparation and generation of periodic legal reports for Legal Division</li> <li>Attend meetings to offer legal guidance and advice as requested for by business areas</li> <li>Rendering of legal advice on different issues as it affects the bank, its customers and available products</li> <li>Conduct review and advice on the Bank's policies from time to time to ensure compliance with legal and the Financial Regulatory requirements</li> <li>Supervise the safe custody of all collateral documents for facilities granted by the Bank</li> <li>Develop, recommend, evaluate and initiate corporate policy and strategy for tenders and contracts products and services.</li> <li>Endeavour to all assignments as assigned by the Head of Legal and Company Secretary</li> </ul>	

Key Performance Indicators

- Error rate / non compliance to Financial laws
- Turnaround time for rendering legal advice or opinion when solicited
- Timeliness in the preparation of sundry agreements (facility agreements, Loan agreements etc) including contract drafting and review
- Effectiveness at execution of assigned tasks
- Efficiency at executing scheduled and adhoc assignments

Minimum Education Qualifications

- Education: Bachelor of Law - LL. B (Hons), Must be a registered lawyer under the legal association/Member of the Tanganyika Law Society.

Previous Work Experience Requirement

- A minimum of 3 years legal experience with at least 2 years as a legal officer in banking.

Key Competency List

Knowledge

- Knowledge of Financial law and credit transactions
- Good oral & written communication skills
- Good knowledge and understanding of banking operations
- Versatile with current local international banking regulations

Skill/Competencies

- Oral and written communication
- Good drafting and writing skills
- Commercial and Corporate Banking
- Good Team Player

DISCLAIMER

The above statements are intended to describe the general nature and level of work to be performed by people assigned to this job. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform other responsibilities in addition to those specified from time to time, as needed.

I \_\_\_\_\_ have read and understood my job descriptions, and I hereby promise to deliver accordingly.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Approved by:

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**APPLY HERE**