



POSITION: LEGAL OFFICER
DEPARTMENT: LEGAL
REPORTS TO: HEAD OF LEGAL KENYA

JOB PURPOSE STATEMENT

The purpose of the role is to provide legal advice and support to the Bank and its various departments on all matters, to ensure the efficient and proper perfection of all Bank securities, to liaise with external legal counsel on all matters affecting the Bank and assist the Company Secretary in the statutory duties for the Bank and its subsidiaries both in Kenya and Tanzania.

KEY RESPONSIBILITIES

- Quality of documentation perfection for bank securities (30 %)
- Quality of legal services (30 %)
- Adequacy of personal competence to effectively perform the recovery tasks (10 %)
- Consistency in adherence to and effective application of established policies, processes, procedures and tools in achieving optimal efficiency and cost containment (30 %)

COMPETENCE REQUIREMENTS

- Interpersonal skills to effectively communicate with and manage expectations of customers and other stake holders who impact quality of legal services.
- Technical skills to effectively perform legal activities/tasks in a manner that consistently produce high quality of service.
- Knowledge and effective application of all relevant banking policies, processes, procedures and guidance to consistently achieve required compliance standards or benchmarks
- Self-empowerment to enable development of open communication, teamwork and trust that are needed to support performance and customer-service oriented culture.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- Law (LL.B) Degree from a recognized University
 - At least 4 years' experience in legal practice, particularly in security perfection and review of commercial transactions
 - Working knowledge of the legal environment for Banking and general business/commerce in Kenya
 - Working knowledge of the lending practice for financial institutions, particularly lending to the different market segments – corporate, SMEs and retail banking
-
- Working knowledge of business management and banking acquired through practical experience in a work environment, seminars and courses on business and banking related subjects
 - Registered CPS with the Institute of Certified Public Secretaries of Kenya
 - Participant in Continuous Education programs under both the Law Society of Kenya and ICPSK
 - Practical experience acquired through working in a banking institution; working knowledge of banking business acquired through participation in facility structure meetings, Due diligence exercises and management of non-performing loan portfolio to reduce outstanding.

