



Job Description

JOB TITLE:	Advances Legal Manager
LEVEL/BAND	Head (General Counsel)
DEPARTMENT:	General Counsel
DIRECT REPORT:	MS30

Overall Purpose of the Position

To manage, supervise and assist in the undertaking of legal and administrative duties required for the day-to-day running of the Advances Legal Unit and/or any other Unit which forms part of the General Counsel Department.

Operational Responsibilities

- To manage, administer and oversee the functions of the Advances Legal Unit which include but are not limited to the functions related to the Advances Contracts Process, ad hoc contracts relating to the cancellation/ reduction or postponement of the Banks rights and contracts of conservation of special privilege; provision of legal advice on Accounts of deceased customers, provision of general legal advice and all such other process which are presently considered as functions of the Advances Legal Unit or which will be incorporated as new functions from time to time;
- According to exigencies, to appear for and on behalf of the Bank and to represent the same on notarial deeds of loan, overdraft, additional security and other banking facilities to be granted by the Bank and on deeds of hypothecary and privileged security, conservation of privilege, reduction, postponement, waiver, cancellation of hypothecary and privileged security, payment with subrogation and other ancillary notarial deeds;
- To provide legal advice with regards to deeds of borrowing and to communicate with related parties and Bank staff so as to finalize all that is necessary to perfect the Bank's hypothecary security, and for purposes of periodically advising on the post-deed position;
- To assist the Advances Legal Unit's staff with operational and administrative tasks to ensure the smooth running of transactions and to perform those tasks necessary to address issues that require immediate attention or follow up in a timely manner.
- To supervise those duties and tasks of Senior Legal/ Senior Administration Officers and/or Clerks within the Unit so as to ensure that the correct procedure is perused.

- To perform such other functions as may be required and related to the Legal Services Unit and/or the Corporate Governance Unit according to the exigencies of the General Counsel Division;
- To draft reports as may be required by senior management with regards to any and/or all of the processes of the Unit and the position of the Bank prior, during and after signing deeds of Borrowing;
- To propose new procedures, processes or policies with the aim of rendering the Unit tasks more effective or for any other purpose that may be necessary and/or compliance related;
- To train staff on legal issues and other related activities;
- To ensure that the Bank's policies, guidelines and procedures are strictly complied with at all times;
- To represent the Bank in judicial proceedings including:
- Appearing to submit evidence regarding financial information of the Bank's customers and submitting documentary evidence further to a Court order;
- Appears on behalf of the Bank in judicial proceedings initiated for and/or against the Bank;

General Responsibilities

- To submit any reports and/or supervise any projects and activities as may be directed from time to time;
- To lead, manage and supervise the overall performance of staff within the Unit;
- To ensure compliance with Bank's policies, guidelines and underlying procedures at all times;
- To assist in the preparation of the Unit's business plan and underlying budgets;
- To ensure a high quality/standard of work and service throughout;
- To attend/give training as requested and perform any other duties that may be assigned;
- To perform any other duties that may be assigned from time to time.

Qualifications, Skills & Competencies

	SKILL	EXPERIENCE	QUALIFICATION
MANDATORY	<p>Excellent reporting skills.</p> <p>Good verbal and written communication skills.</p> <p>Be reliable, organised, meticulous and prepared to work under pressure.</p> <p>Excellent analytical, troubleshooting and interpersonal skills.</p> <p>Be computer literate and conversant in MS Office applications.</p> <p>Able to lead, manage and track the performance of the team in line with the Bank's goals and objectives.</p> <p>Possess conceptual, strategic and forward thinking skills.</p> <p>Able to build and maintain strong collaborative relationships with others inside and outside the bank.</p> <p>Able to take a decision in a challenging or ambiguous situation in a timely manner.</p>	<p>Minimum 5 years' experience with a credit institution and preferably in managing a team</p>	<p>Possess a degree in Law preferably with a specialization in civil, commercial & corporate law</p>
DESIRABLE		<p>Previous experience in the financial services sector.</p>	