CRDB BANK PLC
JOB VACANCY

BACKGROUND

CRDB Bank Plc is urgently looking for a suitable candidate to fill in the vacant position of **MANAGER LEGAL SERVICES**.

The Manager Legal Services will assist the Director of Corporate Affairs in providing efficient legal counsel and Secretarial services to the Bank, including statutory compliance of the Bank as a Company.

This is a senior management position that requires a person with strategic vision and high degree of integrity and honesty.

SPECIFIC RESPONSIBILITIES WILL INCLUDE:

1. Advise the bank in all statutory and legal matters relating to the Bank's business and ensure all the banks' affairs are in line with banking regulations.
2. Review, monitor and control the budget of the Legal Services Unit to ensure budgets are aligned with the business plan or needs and expenses are controlled within the agreed limits.
3. Participate in all negotiations, drafting and implementation of contracts and agreements in which the Bank is a party so that the banks' interest is protected and avoid consequential losses arising out of poor drafting or preparations of documents.
4. Appear and or prosecute civil, criminal and labour cases in court (or through mediation) for and on behalf of the Bank in ensuring the banks' interest is protected.
5. Demand and obtain monthly reports from internal and external lawyers who are handling court cases in which the Bank is involved to evaluate their status and to ensure appropriate action is taken as it is deemed fit.
6. Act as liaison officer between the Bank and other parties in all legal matters to maintain a central mechanism of dispute resolution or settlement.
7. Maintain a database of all cases involving the Bank.
8. Manage the performance of subordinate staff and build capacity to ensure good performance.
9. Managing external law firms that have been contracted to provide legal services and handle court cases of the Bank

IDEAL CANDIDATE

The ideal candidate will be a Tanzanian citizen with a University degree in Company and Commercial Law with a post qualification work experience of not less than 10 years. Proven planning, organization and analytical skills, good interpersonal skills as well as strong communication skills in English and Swahili are essential. A postgraduate degree will be an added advantage.

DESIRABLE PROFILE AND ATTRIBUTES

a) A registered advocate of the High Court of Tanzania and subordinate courts.
b) Ability to interpret legal and statutory documents.

c) Computer literacy.
d) Strong personality.
e) A clean record of integrity.

REMUNERATION

Attractive remuneration package commensurate with the responsibilities of the position will be provided.

MODE OF APPLICATION & CLOSING DATE

Interested candidates who meet the above criteria should submit an Application Letter accompanied with copies of academic transcript, certificates and with a detailed up to date CV with two work related referees addressed to the Director of Human Resources to reach her not later than **17th March 2017.**

Director of Human Resources
CRDB Bank Limited
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