

NCBA Bank Tanzania Limited

Job Title:	Legal Manager	Reports to:	Head of Legal and Company Secretary
Unit:	Legal Services	Department:	Legal & Company Secretary
Grade:	5	Date:	
Job holder:		Supervisor:	
Signature:		Signature:	

Job Purpose Statement

To provide legal advice and support the Bank and its various departments on all legal related matters, to ensure proper management and monitoring of the Bank's security documentation, contracts and the litigation portfolio. To liaise with external legal counsel on all matters affecting the Bank while ensuring adherence of the terms and conditions of the signed Service Level Agreement.

Key Responsibilities;

- Manage timely and proper perfection of all securities instruments (Corporate, Personal Banking and Staffs) by liaising with external advocates to ensure proper review, execution and registration of the security documents, for the bank and the Group where there is co-lending.
- Analyze and provide legal advice to business units in structuring financing and other business deals, advising on the security structures for the different arrangements.
- Manage review, execution and custody of all agreements and documentations relating to any ventures being considered by the overall Bank level and at the departmental level. Ensure drafting and reviewing of agreements capture the intended deal, secure bank's interests, negotiate the contract (where so required) and pursue completion (execution as appropriate) of the same in good time.
- Continuous review of the Bank's standard documents/forms and existing security documents to ensure compliance with current legislation and other changes in the regulatory environment.
- Manage litigation portfolio in liaison with the external Lawyers to ensure the Bank's interests are well secured, ensure timely circulation of litigation updates for the scheduled meetings, court attendance during mediation and at the hearing stage, appoint appropriate witnesses for the cases and participate in their preparation, furnish external lawyers with required documents for case preparation, review pleadings and ensure proper execution is done before filing.
- Manage external Lawyers performance through periodic review, ensure timely payment of the Invoices, maintain up to date Professional Indemnity cover and signed service level agreements.
- Provide general legal advice to all the departments on issues when requested.
- Manage and monitor the legal expenses in line with the standard fees and in line with the approved budget.
- Assist Company Secretary in co-coordinating the secretarial services to the various Boards of Directors, including preparation for Board and Board Committee meetings and issue of Agenda; drafting of minutes, reports and resolutions; drawing and filing Statutory Returns and implementing Board directives for the Company
- Attend any other legal duties as may be assigned.

Template 1

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Key Accountabilities (Duties and Responsibilities)		
Perspective	% Weighting <i>(to add up to 100%)</i>	Output
Internal business processes (40%)		Ensure total compliance with the bank's policies and procedures when discharging daily obligations. Maintaining effectiveness when experiencing major changes in work responsibilities and adjusting effectively to change by exploring the benefits, trying new approaches, and collaborating with others to make the change successful.
Customer (20%)		Using appropriate interpersonal styles to establish effective relationships with customers and internal staffs, interacting with others in a way that promotes openness and trust and gives them confidence in one's intention.
Financial (20%)		Savings from the Department budget, reciprocal business and facilitation of recovery from the litigation portfolio
Learning and growth (20%)		Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.

Job Dimensions

Reporting Relationships: jobs that report to this position directly and indirectly	
Direct Reports	1
Indirect Reports	1

Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role.	
Internal <ol style="list-style-type: none"> 1. Corporate Banking 2. Special Asset Management Department 3. Credit Department. 4. Business Teams (Business/Retail & Corporate) 5. All Branch Managers & Operations 6. Treasury (front and back office) 7. All Staff. 8. Compliance and Audit 	External <ol style="list-style-type: none"> 1. BOT 2. Lawyers locally and foreign 3. Receiver Managers, Insurance companies/Brokers/Agents 4. Investment Banks/Stock Brokers 5. Bank customers 6. TRA 7. Banks and micro finance institutions 8. Lands, Company's Registry and Tanzania Investment Centre

Template 1

Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make (Indicate if it is Operational, Managerial or Strategic). Please also highlight any budgetary control responsibility if applicable for the role.

- Recommend names of external lawyer to work with the Bank.
- To issue legal instructions to external Lawyer
- To issue opinion on various legal matters to various stakeholders within the Bank

Work cycle and impact: time horizon and nature of impact (Planning)

(e.g. Less than 1 week, 2 weeks, 2 weeks – 1 month, 1 month – 3 months, 3-6 months, 6-12 months, above 1 year)

6-12months

Ideal Job Specifications

Academic Qualifications:

- Bachelor Degree in Law (LL.B) from a recognized University/Institution.
- Possession of a Master's Degree will be an added advantage.
- Admission as Advocate of the High Court.
- Minimum of five (5) years working experience.

Professional Qualifications:

- Relevant professional qualification in Law and Banking

Desired work experience:

- Minimum of five (5) years working experience.

NCBA Bank Core Value Behaviours (Performance Drivers)

Confident (Self Mastery). Describes people who are self-assured, in control, Bold, and deliver to the highest standards of expectations with ease while exhibiting the sort of presence that builds confidence in others.

Comfortable (Connecting with people). Describes people who are cool and resilient under pressure, honest in every dealing, open to constructive criticism, can be relied on to deliver.

Elegant (Effortless delivery). Describes people who demonstrate effortless simplicity and are able to do mundane things with grace and flair. They connect easily with different audiences, exhibit finesse in all interactions and have a high sense of values that they uphold at every turn.

Prestige (Pride and ownership of our work). Describes people who believe in themselves, are respected and treat others with respect and occupy a significant place in people's minds.

Template 1

Ideal Job competencies

Technical Competencies	
	<ul style="list-style-type: none">• Conceptual and Analytical Skills: Must be able to conceptualize issues and analyse proposals to great detail to understand underlying issues.• Ability to interpret central bank policies of financial regulations and implement them within NCBA's strategic plan.• Ability to interpret the statutory requirements on all aspects of the bank's operations.• Ability to assess material evidence and advice on appropriate legal measures.• Keeps abreast of legal issues that affect the bank.

Behavioural Competencies	
	<ul style="list-style-type: none">• Performance oriented: Understands measurement metrics, appreciates being measured and applies objective criteria to mitigate risks in case of customer default by ensuring securities are perfected at all times• Personal Ethics: Must be honest, fair and just with self and extremely high level of integrity.• Decisive and independent: Ability to operate on own, consult and clarify where necessary and make informed decisions.• Must be good with people in bad and good times but remain firm and fair.• Negotiation skills: a good negotiator with convincing approaches• Communication skills: Excellent written and communication skills, report/proposal writing skills and presentation skills• Human resources: team building skills