

EXCITING POSITION AT KENYA COMMERCIAL BANK LTD

KCB, renowned for its diversity and growth in the region is currently looking to strengthen its Legal team with the aim of rendering quality and cost effective in- house legal services. To this end, the following challenging position has arisen and candidates with the requisite competencies and qualifications described below are hereby encouraged to apply.

LEGAL MANAGER, LITIGATION-JOB REF NO CS 01/2010

THE POSITION

Reporting to the Senior Legal Manager, the Legal Manager will among others, provide legal advice to the business on resolution of potentially litigious matters and manage resolution of pending court cases in liaison with the external lawyers.

KEY RESPONSIBILITIES

The major responsibilities of this position will be to:-

- Prepare the Bank's cases in liaison with the external lawyers and ensure that all the documentary evidence and witnesses required to support the Bank's cases are available.
- Management of the Bank's legal budget.
- Closely monitor the progress of cases in court by working closely with the external lawyers and the relevant Units of the Bank to avoid unnecessary delays in resolution thereof.
- Provide support to all units of the Bank to ensure that customers' complaints of a legal nature are settled amicably where appropriate to avoid unnecessary litigation.
- Prepare management reports on cases from time to time.

THE PERSON

In order to be considered for the above position, all applicants should have:-

- A University degree in Law, Diploma in law and be an Advocate of the High Court of Kenya. An MBA or a Masters degree and membership of the Institute of Public Secretaries will be added advantage.
- At least five years hands on experience in civil litigation and at least 3 of which should be in handling debt recover.
- Ability to communicate clearly and concisely, both orally and in writing.
- The ability to make prompt decisions and be independent in problem solving in assigned duties.
- Possess good interpersonal and negotiation skills
- Possess excellent analytical skills, be open-minded and have the ability to identify alternative solutions
- Possess the ability to work effectively under pressure and tight deadlines.
- Be proficient in MS Suites.

- The ability to develop clear goals that are consistent with the Department's/Bank's strategy
- Be of high integrity and have the aptitude to treat sensitive and confidential information appropriately.

The above position is a demanding role which will provide a competitive package for the right candidate. If you believe you can clearly demonstrate your abilities to meet the criteria given above, please submit your application with a detailed CV, stating your current position, remuneration level, email and telephone contacts quoting the respective job title in the subject field to recruitment@kcb.co.ke. To be considered, your application must be received by 12th February, 2010