

LEGAL MANAGER

THE POSITION

Reporting to the Managing Director, *the Legal Manager will Provide legal advice on complex project, corporate related agreements, and other commercial documents and Bank transactions. The Job holder will be the link between the Bank other stakeholders in the legal fraternity.*

KEY RESPONSIBILITIES

The major responsibilities of this position will be:

- Management of the Bank's database of court cases including all pleadings to ensure effective monitoring of the progress of those cases and advising the Bank on the cost effectiveness of legal action in respect thereto.
- Ensure that the realization of the Bank's securities is conducted procedurally in compliance with the law.
- Monitor changes in case law to ensure that the Bank's standard security documents are up to date and comply with those changes.
- Closely monitor the progress of Bank's cases in court by working with the external lawyers to avoid unnecessary delays in hearing and disposal of cases.
- Diarize the hearing of dates of Court cases involving the Bank and arranging for pre-trial briefing of the Bank's witnesses in liaison with the Bank's external lawyers.
- Liaising with branches to ensure that all the requisite documentary evidence required in support of the Bank's cases are availed to the lawyers.
- Reviewing the lawyers' quarterly reports on the progress of the Bank's cases in Court and taking corrective action where appropriate.
- Provide support to all units of the Bank to ensure that complaints of a legal nature are settled amicably where possible.
- Ensure legal costs incurred by the Bank are within budget.
- Prepare management reports on cases to which the Bank is a party as necessary.
- Proactively advise the Bank on all matters relating to the law
- Ensure all policies and procedures of the subsidiary are in compliance with existing laws of the country.

THE PERSON

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

- University degree in Law, Diploma in law and be an Advocate of the High Court.
- At least 3 years hands on experience in civil litigation.
- Ability to communicate clearly and concisely, both orally and in writing.
- Have the ability to make prompt decisions and be independent in problem solving in assigned duties.
- Have 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
- Ability to read and write in Arabic will be an added advantage.

The above position is a demanding roles which the bank will provide a competitive package for the successful 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, e-mail and telephone contacts to hrsudan@kcb.co.ke. Applicants within Juba can drop their applications at HR Department. To be considered your application must be received by 12th February 2010. **Only short listed candidates will be contacted.**