

# LAWYER (SPECIAL ASSIGNMENTS & RETAIL BANKING UNIT) - LEGAL

## The Job

- ✓ Draft legal documents pertaining to special assignments of the Bank and of the NDB group, and advice on legal matters pertaining to the branch network
- ✓ Evaluate / prepare and execute the legal documents for loans
- ✓ Provide assistance in evaluating / preparing and executing legal documents for Branch leases
- ✓ Draft and review legal agreements for internal departments of the bank
- ✓ Review trust deeds / power of attorney formats / guarantee formats
- ✓ Respond to queries in relation to retail banking
- ✓ Assist the AVP Legal in drafting and reviewing of Agreements and other related documents for execution under the guidance of the Team Leader
- ✓ Provide legal opinions as and when requested under the supervision of the VP / AVP / Team Leader.
- ✓ Conduct legal research as and when requested by VP - Legal / AVP - Legal
- ✓ Assist in any other projects allocated by the VP - Legal based on the business need
- ✓ Provide assistance for litigation, conveyance etc. as and when requested

## The Person

- ✓ Be an Attorney at Law and Notary Public
- ✓ Possess at least 4 years' experience in Corporate Law
- ✓ Have a high proficiency in English
- ✓ Be analytical and capable of conducting Legal research
- ✓ Have good skills in drafting contracts
- ✓ Knowledge in title evaluation would be an advantage
- ✓ Possess a high level of motivation, aspiration and determination
- ✓ Ability to work in a high volume, high pressure work environment with the ability to meet deadlines with quick turnaround times without compromising in the quality of work and with attention to detail
- ✓ Possess effective presentation, negotiation and Communication skills
- ✓ Be a team player with honesty and integrity

Please login to <https://www.ndbbank.com/careers> to apply on or **before 10<sup>th</sup> September 2023.**

We will correspond only with the shortlisted applicants.



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Vice President  
Human Resources



The future is banking on us