

# BANKING ASSOCIATE/SENIOR BANKING ASSOCIATE/JUNIOR EXECUTIVE (PROJECT FINANCE & WHOLESALE BANKING) - LEGAL DEPARTMENT

The job holder is responsible to perform a variety of administrative and secretarial duties related to the operations of the Legal Department and to assist the Lawyers in the department in their work with priority to the Project Finance (PF) and Wholesale Banking (WB) Departments

## THE JOB

Preparation and formatting of legal documents including;

- Offer Letters & Mortgage Bonds
- Deed of Renunciation, confirmation and AT
- Escrow, Tripartite, Facility agreements and NPA
- Preparation of other related letters (Roc/Land registry/RMV/Registrar General)
- Attending to pay stamp duty
- Submission of security documents for registration within 7 days of execution for WB & PF
- Following up and obtaining registered security documents from the relevant Institutions, updating the relevant Deed Registers and submitting the same to the Central Safe
- Custody for Corporate division
- Following up on unregistered bonds and providing an update to the respective lawyers (PF and WB)
- Submission of Legal fees of retained Lawyers and all the branches on time
- Collection of documents received to the Department via courier & Submission of MIS on time
- Collection of information preparation and submission of MIS on time of PF and WB Units

## THE PERSON

- Possess part qualifications in Banking/Finance or Business Management
- Possess at least 01 ½ years of experience in Branch Banking and 02 ½ Years experience as a legal assistant
- Possess knowledge on MS Office packages
- Pay attention to detail and be able to work under pressure
- Possess good communication skills
- Possess planning and organizing skills

Please log into <https://www.ndbbank.com/careers> to apply by **20<sup>th</sup> December 2023**.



We will correspond only with the shortlisted applicants  
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Vice President Human Resources