

# CHIEF MANAGER – LEGAL

The job holder is responsible to ensure litigation management of the bank and subsidiaries in adherence to the legal framework that supports business growth and the reputation of the Bank whilst providing Leadership to Legal - Litigation Team.

## THE JOB

- To understand the strategic goals of the bank and subsidiaries in ensuring adequate litigation management
- To provide legal opinion on recovery matters and court cases based on applicable policies and laws
- Preparing ,drafting, formulating and completing of all legal documents relating to recoveries as per the policy, statutory & regulatory requirements
- Accurate preparation and timely dispatch of Letter of Demand for non performing clients of the bank
- To negotiate with clients/their external lawyers whilst court action is pending in order to get terms of settlement entered with the bank
- Providing speedy and timely advice to cross departmental teams with the information requested by court orders/ bribery commission notices/CID requests other related orders communicated to the bank and subsidiaries
- To advise the management on counsel selection
- To efficiently manage litigation costs
- To create a litigation management dashboard and update the management
- To prepare the necessary papers and reports to the necessary Board Sub Committee and present same
- To take necessary precautions to ensure that the banks' reputation and brand image is not adversely affected
- To provide inputs and adhere to the integrated risk management framework that protects the bank from all forms of risk-legal risk, operational risk ,reputation risk and such others that would be applicable

## THE PERSON

- Possess at least 15 years' related experience in litigation /company law
- Degree/ Professional qualifications in law (Attorney at Law & Notary Public)
- Excellent stakeholder management
- Negotiation skills
- Be a strategic thinker with commercial acumen
- Possess excellent communication and coordination skills
- Possess a minimum rating of "Meets Expectation" for the last performance year
- Should not have a disciplinary inquiry under investigation

Please login to <https://www.ndbbank.com/careers> to apply on or before 28<sup>th</sup> April 2024.

We will correspond only with the shortlisted applicants

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Vice President Human Resources