

ASSOCIATE MANAGER – LITIGATION (LEGAL)

To ensure a timely management of litigation work relating to business line, all departments and subsidiaries of the bank with strict adherence to legal framework, applicable policies that support business growth and assist the litigation team.

THE JOB

- To understand the strategic goals of the bank and subsidiaries to serve as the context for ensuring adequate management of litigation work.
- To understand the legal framework of the bank and subsidiaries with all applicable laws.
- To be updates on all applicable policies, procedures and guidelines.
- Appear in all or any courts to represent the bank and make applications for and on behalf of the bank.
- Perusing offer letters, personal guarantees, corporate guarantees and other relevant documents for the accurate preparation and timely dispatch of letters of demand for non-performing clients of the bank.
- Preparation, drafting, formulating and completion of all legal documents relating to 'Parate Execution' as per Policy, Statutory and Regulatory requirement.
- Timely dispatch of notices, publications and adherence to proper procedure as per statutory regulations.
- Arrangement of 'Parate Execution' Auction sales by co-ordinating with cross-departmental teams.
- Co-ordinate and liaise with Auctioneers to enforce the 'Parate Execution' procedures as per Statutory and Regulatory requirements.
- To ensure adherence to communication protocols relating to confidentiality, restrictions and such other.
- To collaborate with all departments in all matters relating to litigation.
- Identify and implement cost optimization initiatives.
- To ensure safe keeping of all documents relating to litigation.
- To sustain a performance culture within the team, departments and other members of the bank.

THE PERSON

- Possess a Bachelor's degree in Legal or Attorney at Law/Notary Public/Company Secretary and Commissioner for Oaths.
- Possess 05 years' of experience as an Attorney-at-Law.
- Strong communication, presentation and interpersonal skills.
- Good Planning & Organizing Skills.
- Ability to pay attention to details & be accurate.

Position is at Associate Manager Level

Please login to <https://www.ndbbank.com/careers> to apply on or before 08th August 2025.

We will correspond only with the shortlisted applicants
"We are an equal opportunity Employer"



The future is banking on us

Vice President Human Resources