

# DEPUTY MANAGER – LEGAL

To assist the Team Leader in guiding and advising the Regional/Retained/Panel lawyers and advises other business/operational divisions on legal matters with regard to SME Banking and Business Banking

## THE JOB

- To prepare title reports, draft and execute mortgage bonds within the intended time frame for loans of higher value & To draft reschedulement offer letters
- To attend to all post execution processes and following up the registrations of the security documents and per the bank's policy and other regulations
- To lodge such title documents with the safe custody & To attend to security releases including the execution of Deed of Releases
- To assist the Team Leader in guiding the Regional Lawyers in checking and amending drafts of mortgage bonds and other related security documents drafted by the Retained/Panel Lawyers and in checking and making recommendations on title reports submitted by branch Retained/Panel lawyers
- To assist the Team Leader in guiding the Regional Lawyers with regard to title reports and mortgage bonds and other related security documents prepared by them
- To assist the Team Leader in sourcing and recruiting Retained/Panel Lawyers for branches
- To provide legal opinion based on applicable policies and laws
- To ensure complete compliance with all applicable regulations both internal and external with regards to branch legal work
- To assist the Team Leader in conducting periodical legal audits by visiting branches located island wide
- To be up-to-date on new laws applicable to the bank and industries that deal with the SME branch network
- To ensure that the bank is well protected in all contracts, as per legal framework and applicable policies
- To ensure that non-negotiable clauses of the legal and other related documents are adhered to, as per the bank's policy
- To attend to legal negotiations and correspondence & To support litigation management as needed

## THE PERSON

- Possess a Bachelor's degree in Legal or Attorney at Law/Notary Public
- Possess 05 years' of experience in conveyancing, company law and banking law
- Strong communication, presentation and interpersonal skills
- Good Planning & Organizing Skills
- Ability to pay attention to details & be accurate

Position is at Deputy Manager Level

Please login to <https://www.ndbbank.com/careers> to apply on or before 25th April 2024.

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



The future is banking on us

Vice President Human Resources