

HEAD, LEGAL DEPARTMENT

JOB DESCRIPTION

REPORTING TO: THE MANAGING DIRECTOR OF ECOBANK SIERRA LEONE LIMITED.

RESPONSIBLE FOR:
Legal Officers I, II and the Legal Assistant of ESL.

GENERAL DUTIES:

Carry out Legal Counsel functions.

Has responsibility for all legal related activities in the Affiliate including legal regulatory requirements.

Serves as the Legal Advisor to the Managing Director, the Board (as and when required), Management and the Bank in general on all legal issues.

Specific Duties would include: -

- Ensure that the operations of the affiliate are carried out in conformity with relevant laws, rules and procedures.
- Provide legal advisory services to the Affiliate.
- Supervise the overall management of the litigation portfolio of the affiliate.
- Ensure minimal lawsuits and fines against the affiliate.
- Manage the Affiliate's Insurance Portfolio.
- Ensure ESL's maximum compliance with covenants in agreements, arrangements, standard and non-standard documents.
- Make appearances for certain legal processes and proceedings and represent members of staff in respect of certain legal matters.
- Holds watching briefs when external solicitors have conduct of litigation for and/or against the Affiliate.
- Any other legal duties as directed by the Managing Director.

Minimum Qualifications:

Qualifying/ Practicing Certificate in Laws
First Degree (LLB)
Professional Qualification (BL-Bachelor of Laws)

Experience: 10 (ten) years.

Membership: Member of the Sierra Leone Bar Association