



## OUR CLIENT

Our client is a development finance institution, with a vision to be a catalyst for infrastructure development in Nigeria. The institution was established to interface between the market for public sector lending and private sector infrastructure project financing, and the market for long term financial instruments and securities. The client not only provides access to finance, deal structuring and sector technical expertise, but also advisory services, project development capacity, and funding to bridge the infrastructure investment and access deficits, in the core infrastructure sectors of the economy, all critical pillars for economic growth.

Our client is a development finance partner and financial facilitator; structurally and functionally complimentary to the banking sector and the needs of public and private sector infrastructure development promoters.

## BACKGROUND

To further achieve this objective, our client has identified the urgent need to recruit a competent and suitably qualified professional to fill the position of **Corporate Legal Manager**. This is a unique and rewarding opportunity for exceptional, highly motivated, and energetic result-oriented individuals to step up and make a difference by contributing directly to growth of the financial institution.

## ROLE PROFILE

This is a mid-managerial level role. The role requires a highly motivated and proactive individual with great flexibility and initiative who will work to provide legal support and services to the Corporate Services Department.

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|---------------------|--|
| <b>Division</b>     | Corporate Legal                              |
| <b>Job Title</b>    | Corporate Legal Manager                      |
| <b>Reports to</b>   | Company Secretary / Head, Corporate Legal    |
| <b>Location</b>     | Abuja, Nigeria                               |
| <b>Compensation</b> | Attractive with relocation benefits provided |

## Job Description

### Responsibilities

#### 1. Legal Functions

##### a. Advisory:

- Preparing legal opinions on subjects as assigned by the Company Secretary
- Interpreting guidelines imposed by regulators;
- Analysing change and revision requests to existing contracts and providing recommendations;
- Vet, identify and report potential risk associated with customer facing contracts and products.

*b. Documentation:*

- Drafting agreements and other legal documents e.g. templates and making sure that the terms & conditions are in interest of the Bank while being reasonable to the other party
- Drafting and preparing letters, departmental and/or company communications and other legal documents;
- Researching, drafting, internal policies;
- Preparing reports for presentation in internal meetings and stockholder meetings.

*c. Litigation:*

- Preparing briefs for external solicitors on upcoming litigation;
- Keeping track of the status of existing litigation and upcoming hearing dates.

*d. External Counsel*

- Liaising between the Bank and its external counsel clients and their partners.

*e. Search Reports:*

- Sending search requests to designated solicitors and following up on responses;
- Transcribing search report information into the Bank's format and forwarding to appropriate Line Departments.

*f. Administration:*

- Ensuring that the payments to external solicitors are made when due;
- Ensuring that there is appropriate filing of documents and correspondences within the legal department.
- Preparing and monitoring departmental activity plan

*g. Meetings:*

- Attending and preparing minutes of meetings as assigned by the Company Secretary;
- Representing the organization in meetings with Banks and as delegated.

## **2. Company Secretarial Functions**

*a. Board and Shareholder Meetings*

- Arranging Board, Committee and Shareholder Meetings which include, sending out notices, arranging refreshments, preparing board packs and facilitating the dispatch, taking minutes, preparing budgets, following up on board memos;
- Preparing draft board memos that the Board or Committees have requested from the Legal Department;
- Ensuring that board members files are updated with exchange of correspondences.

*b. Minutes*

- Recording and developing minutes of meetings and obtaining input from Departments and ensuring that the minutes are signed and appropriately filed;
- Developing resolutions and matters arising from Board and Board Committee minutes and obtaining feedback on actions taken from relevant officers.



c. *Corporate Filings*

- Ensuring that the Bank maintains updated filings with the Corporate Affairs Commission including filing of resolutions, Annual Returns and updating change of Directors, etc.
- Ensuring that the Bank maintains updated filings with other Regulators, SEC. etc.

**3. Regulatory and Compliance Functions**

- Ensuring that the Bank is in compliance with relevant regulatory requirements;
- Applying for and following up on CBN's approvals as appropriately required;
- Tracking corrective action plans relevant to the Legal Department arising from Regulatory Audits.

**4. General Functions**

- Ensuring protection of rights of the Bank under all situations;
- Ensuring no action of the Bank becomes liable to legal litigations;
- Ensuring lawful working practices in the organization;
- Performing any other functions as assigned by the Company Secretary.

**Competency / Skill Requirements**

- Substantial skills & experience in drafting and reviewing legal documentation;
- Strong analytical, problem-solving and organizational skills with ability to multitask while working in a deadline-focused environment;
- Superior oral / written business communication and presentation skills;
- Excellent knowledge and proficient use of Microsoft Office tools;
- Produce excellent results under tight deadlines.

**Qualification / Experience**

- A strong University degree (LLB or JD) and BL degree in Law;
- Minimum of 10 years of in-house legal or corporate secretariat experience especially in a financial services or related environment;
- A Master's degree (LLM), ICOSA(N) or CIARB would be an added advantage
- Experience in a transactional legal practice area in a financial institution or company secretariat practice of a major law firm is an added advantage.
- A good understanding of macroeconomics and finance

You will be offered an attractive compensation and benefits package. Relocation benefits will also be considered for a successful candidate.

**APPLICATION PROCESS**

To indicate your interest, please mail your updated resume to [hello@talentstoneafrica.com](mailto:hello@talentstoneafrica.com)