

Job Description - Legal Officer

Job Description of Legal Officer

Job Title:	Legal Officer	Department:	Coy Secretariat & Legal
Grade Level:		Unit:	Legal Matters
Reports to (Title):	Company Secretary/Legal Adviser		

Job Objective and Summary

To direct and control the provision and highest quality of effective legal services and compliance advice is provided to the institution in the most efficient manner. To provide support in the delivery of corporate governance and regulatory compliance responsibilities.

Core Responsibilities and Key Result Areas

Provide legal advice

- Provides assistance in the management of relationship with specialist external legal firms and practitioners, as required
- Transfer files to external lawyers, in coordination with the Chief Executive Officer, and monitor performance
- Reviews and ensures updates to the Bank's documents as needed
- Participates in collaboration with the Legal Adviser, legislative and regulatory changes or developments that might affect the institution's operations or Board activities, and ensure briefing of the Board to aid informed decisions
- Analyses formal complaints against the Bank and provides advice on measures of action
- Ensures proper legal consultations are provided to departments / units
- Conducts review on texts of standard contracts, agreements and forms
- Assists with the registration of agreements for submission to ministries, governmental departments, relevant administrations and agencies
- Prepares Memorandum of Understanding, bills and statutes on administrative matters and conduct research on appropriate emerging legal issues

Meetings and representation

- Provides representation to the Bank in ensuring the efficient handling and winning resolution of all negotiations and disputes
- Participates in meetings with clients and concerned parties to discuss related legal matters

Key Performance Indicators

- Pro-activity facing legal risks
- Number of legal issues resolved
- General customer satisfaction level
- Quality of legal advice

Competencies

Knowledge	Technical Competencies	Behavioural Competencies
<ul style="list-style-type: none"> • Understanding of legal issues including governance and legal compliance • Understanding of the financial services industry policies and principles • Knowledge of customer service principles and practices • Knowledge of conflict management • Knowledge of administrative laws • Understanding of ethical rules and laws 	<ul style="list-style-type: none"> • Demonstrates expertise in negotiation, arbitration and contracts • Demonstrates expertise in providing advice at Board/Top Management level • Demonstrates expertise in dispute resolution • Expertise in the application of principles and instruments of Company Law 	<ul style="list-style-type: none"> • Leadership and People development ability • Problem-Solving/Decision making ability • Creativity • Ability to build and maintain good working relationships • Ability to perform multiple tasks

Qualifications

Educational Qualifications	Professional Qualifications	Experience Qualifications
<ul style="list-style-type: none"> • A bachelor's degree in Law • Possession of a Post graduate qualification (i.e. LLM) is an added advantage 	Membership of the Nigerian Bar Association is required	Minimum of 7 years post call cognate experience in a financial regulatory environment is required.