

## INTERNAL VACANCY ANNOUNCEMENT

Job Title:

**Senior Legal Officer**

**Reports to**

- ❖ Head of Legal Services

Department:

Legal Services

**Direct Reports**

- ❖ Legal Officer/ Intern

### Job Purpose:

To provide legal advice to the organisation on business and corporate law issues. Responsible for efficient legal administration of the organisation, specifically ensuring compliance with statutory and regulatory requirements, legal advisory, managing legal and contractual risks.

### Key Responsibilities

- ❖ Review all documentation related to discharges including discharge letters, terminations, acknowledgements, Directions and Registrations to ensure that they are accurate and that all conditions are met prior to execution.
- ❖ Negotiate and prepare loan security documentation, and attend to discharge of securities.
- ❖ Maintain the securities register for all transactions and projects implemented by the Shelter Afrique, including responsibility for custody of title deeds, and prepare quarterly reports for discussion at Senior Management Committee meetings.
- ❖ Review and process various legal documents associated with requests for release documentation.
- ❖ Assist management in interpreting and applying the Company's statutes, rules and regulations, safeguarding of the Company's privileges and immunities as may be required from time to time.
- ❖ Establish or review legal conditions attached to loans.
- ❖ Undertake regular review of outstanding legal cases and ensure timely resolution and settlement.
- ❖ Prepare regular Board and Management reports and implement agreed action plans.
- ❖ Undertake such other duties as may be assigned by the Head of Legal Services from time to time.
- ❖ Prepare and provide/liaise with external counsel on the issuance of legal opinions on the adequacy of securities, undertake regular review to ensure securities continue to provide adequate cover against individual account exposures.
- ❖ Work with the Business, Enterprise Risk Management, Credit and Operations departments in project appraisals, legal due diligence, and assume responsibility for the quality, relevance, and effectiveness of proposed security arrangements for all new transactions.

- ❖ Undertake proactive legal environmental audit in all member countries, and provide bi-annual reports concerning changes, recommending appropriate risk mitigation measures.
- ❖ Assist in the maintenance of the insurance covers received for all - projects through their custody, maintenance of the insurance register, manage requests for assignment of policies and professional indemnity covers and follow-up of payments of insurance claims as may be required.

### **Job Competencies (Knowledge, Experience and Attributes / Skills).**

#### **Academic Qualifications**

- ❖ A Master's degree in law litigation and practice.
- ❖ Post graduate Diploma in Legal Studies.

#### **Professional Qualifications / Membership to professional bodies**

- ❖ Advocate of the High Court with current practicing certificate.

#### **Previous relevant work experience required**

- ❖ At least 8 (Eight) years' work experience in providing Legal services in a commercial, financial, or legal advisory institution and/or public sector financial body (e.g., law firm, multi-national corporate, bank, insurance company, investment advisory firm, DFI, Ministry of Finance, National Treasury, Sovereign Wealth Fund).
- ❖ Proficiency in both in English and French is preferred.

#### **Behavioural Attributes/Competencies**

- ❖ Professional demeanour with excellent interpersonal skills.
- ❖ Proactive problem-solving and ability to handle sensitive situations diplomatically.
- ❖ Capacity to work under pressure and meet tight deadlines.
- ❖ Self-driven and result oriented

#### **Applications:**

- ❖ Applicants are invited to send a letter of motivation illustrating their suitability in relation to the qualifications listed and their detailed curriculum vitae, to the following address: [hr@shelterafrique.org](mailto:hr@shelterafrique.org)
- ❖ Only shortlisted candidates who meet the above requirements will be contacted.