



## 1. JOB TITLE: LEGAL OFFICER

Department: COMPANY SECRETARY

Location: Tanzania Head Office

Number of openings: 1

### **Job Purpose**

The Legal Officer (Litigation) will be responsible for conducting and handling all litigation matters involving the organization. This includes developing litigation strategies, ensuring compliance with legal regulations, managing external counsel, and representing the organization in courts, tribunals, and other dispute resolution forums.

### **Principle Responsibilities**

- Litigation Management:

Represent the organization in legal proceedings, including courts, arbitration, mediation, and tribunals. Draft, review, and file pleadings, affidavits, petitions, applications, and other court documents. Maintain accurate records of litigation cases and ensure timely updates to stakeholders.

- Legal Strategy and Risk Assessment:

Develop and implement litigation strategies to protect the organization's interests. Conduct legal risk assessments and advise on potential liabilities in litigation matters. Provide legal opinions and recommendations to senior management.

- Coordination with External Counsel:

Liaise with external legal counsel and law firms representing the Bank . Monitor performance and provide necessary inputs to external counsel. Ensure cost-effective litigation management and budget adherence.

- Compliance and Advisory:

Ensure all litigation matters comply with applicable laws and regulations. Advise internal teams on litigation risks and pre-emptive measures to mitigate exposure. Assist in drafting and reviewing legal policies and procedures.

- Research and Documentation:

Conduct legal research on case laws, statutes, and regulations relevant to ongoing or potential litigation. Maintain a comprehensive database of precedents, legal documents, and case histories.

- Dispute Resolution:

Participate in alternative dispute resolution mechanisms to resolve issues amicably. Negotiate settlements where applicable to reduce litigation risks and costs.

- Stakeholder Communication:

Act as a point of contact between internal stakeholders and the legal team for all litigation-related matters. Prepare and present reports to management on litigation status and outcomes.

### **Qualifications Required**

- Bachelor Degree in Law (LL.B) from a recognized University/Institution.
- Possession of a Master's Degree will be an added advantage.
- Admission as Advocate of the High Court.
- Minimum of three (3) years working experience.
- Excellent knowledge of all types of legal matters related to the operations of the Bank
- Excellent verbal and communication abilities in both English and kiswahili.
- Ability to adapt and work co-operatively and effectively
- Creative and analytical thinking to problem solving
- Strong litigation skills

- Strong relationship building and diplomatic interpersonal skills with sensitivity to the emotional, attitudinal and political aspects of the corporate life
- Excellent negotiation and communication skills
- Excellent decision making abilities
- Be able to work long hours

Deadline: 2025-01-06

Employment Terms: PERMANENT

CRDB Commitment

*CRDB Bank is dedicated to upholding Sustainability and ESG practices and encourage applicants who share this commitment. The Bank also promotes an inclusive workplace, hence applications from women and individual with disabilities are encouraged.*

*It is important to note that CRDB Bank does not charge any fees for the application or recruitment process, and any requests for payment should be disregarded as they do not represent the bank's practices.*

*Only Shortlisted Candidates will be Contacted.*

## [APPLY HERE](#)

### **2. JOB TITLE: MANAGER LEGAL SERVICES**

Department: COMPANY SECRETARY

Location: Tanzania Head Office

Number of openings: 1

#### **Job Purpose**

The Legal Manager - Contracts Management is responsible for overseeing the organization's contract lifecycle, ensuring that all agreements comply with legal requirements, company policies, and commercial objectives. The role involves drafting, reviewing, negotiating, and managing a wide range of contracts,

including vendor agreements, client contracts, NDAs, and service-level agreements. The Legal Manager will also provide strategic legal advice to minimize risks and enhance compliance in contract management processes.

## **Principle Responsibilities**

### **Contract Drafting and Review:**

- Draft, review, and negotiate a variety of contracts, including vendor agreements, customer agreements, service contracts, NDAs, partnership agreements, and procurement contracts. Ensure that contracts align with the organization's legal and business requirements.

### **Contract Negotiation:**

- Lead and manage negotiations with external parties to achieve favourable terms and mitigate risks. Act as a point of contact for internal stakeholders during contract negotiations.

### **Contract Risk Management:**

- Identify and address legal and commercial risks in contracts. Develop strategies to mitigate risks and resolve contractual disputes or ambiguities.

### **Compliance and Legal Advisory:**

- Ensure contracts comply with applicable laws, regulations, and internal policies. Provide legal advice to business teams on contract-related matters, including regulatory compliance.

### **Contract Lifecycle Management:**

- Implement and oversee the contract management process, including tracking deadlines, renewals, and obligations. Maintain a centralized database for all contracts and ensure accurate record-keeping.

### **Policy Development and Training:**

- Develop and update contract management policies, procedures, and templates to reflect best practices. Conduct training sessions for internal

stakeholders on contract management, compliance, and negotiation strategies.

#### Stakeholder Management:

- Collaborate with internal teams, including procurement, sales, finance, and operations, to address contract-related queries. Act as a liaison between the legal department and external parties, such as clients, vendors, and legal counsel.

#### Reporting and Analytics:

- Prepare periodic reports on contract status, key metrics, and risk assessments for senior management. Use analytics to identify trends and opportunities for process improvements in contract management.
- Strong knowledge of contract law and commercial terms.
- Excellent drafting, negotiation, and problem-solving skills.
- Proficiency in contract lifecycle management tools and legal research platforms.
- Exceptional organizational skills and attention to detail.
- Strong communication and interpersonal skills to collaborate effectively with diverse stakeholders.
- Ability to handle high-pressure situations and manage multiple priorities.

#### **Qualifications Required**

- Bachelor Degree in Law (LL.B) from a recognized University/Institution.
- Possession of a Master's Degree will be an added advantage.
- Admission as Advocate of the High Court.
- Minimum of five (5) years working experience.

- Excellent knowledge of all types of legal matters related to the operations of the Bank
- Excellent verbal and communication abilities in both English and Kiswahili.
- Ability to adapt and work co-operatively and effectively
- Creative and analytical thinking to problem solving
- Strong litigation skills
- Strong relationship building and diplomatic interpersonal skills with sensitivity to the emotional, attitudinal and political aspects of the corporate life
- Excellent negotiation and communication skills
- Excellent decision making abilities
- Be able to work long hours

Deadline: 2025-01-06

Employment Terms: PERMANENT

CRDB Commitment

*CRDB Bank is dedicated to upholding Sustainability and ESG practices and encourage applicants who share this commitment. The Bank also promotes an inclusive workplace, hence applications from women and individual with disabilities are encouraged.*

*It is important to note that CRDB Bank does not charge any fees for the application or recruitment process, and any requests for payment should be disregarded as they do not represent the bank's practices.*

*Only Shortlisted Candidates will be Contacted.*

**[APPLY HERE](#)**