

VACANCY

LEGAL SERVICES INTERN



ABOUT TADB

Tanzania Agricultural Development Bank Limited (TADB) is a government development finance institution operating under the Ministry of Finance and Planning. TADB is registered under the Companies Act, of 2002 and licensed under the provisions of the Banking and Financial Institutions Act No. 5 of 2006 and the Banking and Financial Institutions (Development Finance) Regulations, of 2012. The Bank operates as a Development Finance Institution in line with its Business License No. 002 issued by the Bank of Tanzania on 4th August 2015.

TADB was established to facilitate the attainment of two broad goals which are:

- Facilitating attainment of sustainable food self-sufficiency and security in Tanzania.
- Facilitating the transformation of agriculture from subsistence to commercial in order to effectively and sustainably contribute to economic growth and poverty reduction.

TADB is looking for the Qualified Candidate to fill the Position of an Intern in the Legal Services Unit to provide support to the Legal Services Unit.

RESPONSIBILITIES

- Assist in drafting of contracts and other legal documents
- Support legal research on assigned topics, using legal databases and other resources
- Assist with reviewing and revising contracts, loan documents, and other legal agreements.
- Conduct factual investigations and compile reports.
- Draft legal correspondence, such as memoranda and letters, under the supervision.
- Help prepare for various meetings;
- Assist in investigating statutory registers to determine legal status of loan applications, securities and borrowing capacities;
- Assist in registering, monitoring loan documents, statutory registrations and pre-disbursement conditions;
- Assist with maintaining and organizing legal files and documents.
- Working with the Legal Officer to ensure that the bank is in compliance with the relevant laws and regulations
- Carry out any other duties assigned by superiors from time to time.

GENERAL COMPETENCES

- Ability to understand and implement directives.
- Analytical and problem-solving ability.
- Demonstrates awareness of own work in meeting client needs.
- Ability to analyze agreed business outcomes and develop work plans to achieve them.
- Ability to provide and seek constructive feedback.
- Ability to complete jobs within the agreed timescale for implementation.
- Ability to produce original well composed letters and reports.

QUALIFICATION

- University Graduate in Law.
- Admission as an Advocate of the High Court or qualified for admission as an advocate.
- Successful completion of Law School will be an added advantage.
- Good communication and interpersonal skills.
- Computer skills.

MODE OF APPLICATION

Job applicants are required to send their applications to careers@tadb.co.tz with email subject: **LEGAL SERVICES INTERN**

Please note: applicants are required to attach the following to their respective applications:

- Application letter showing how you meet the requirements of the position.
- An up-to-date Curriculum Vitae
- Contacts stating names in full, physical address, telephone numbers, and e-mail addresses of the candidate
- Certified copies of relevant certificates
- Names and full contacts of three (3) referees

Tanzania Agricultural Development Bank Limited is an equal opportunity employer. The Bank does not engage in practices that discriminate against any person employed or seeking employment. In line with our commitment to diverse and inclusive workplace, we encourage applications from women and qualified candidates with disabilities.

Tanzania Agricultural Development Bank Limited fosters the strength and health of its workforce through a competitive benefits package, professional development, policies and programs that support a healthy work/life balance.

Join our workforce to make a positive difference for others — and yourself.

CLOSING DATE

Applications should reach the undersigned no later than 4.00PM on 20th January 2025.

NB: If you have not heard from us four weeks after the closing date, consider application unsuccessful.