



## **JOB TITLE: SENIOR LEGAL DOCUMENTATION OFFICER**

**Department:** DEPARTMENT OF CREDIT

**Location:** Tanzania Head Office

**Number of openings:** 1

**Job Purpose**

The main purpose of the job is to assist the Manager Corporate Documentation or Manager Retail Documentation to ensure adequacy, completeness, and registration of legal documents in line with the credit policy and regulatory requirements.

**Principle Responsibilities**

- Draft, review, and finalize various legal documents for approved credit facilities.
- Prepare other legal documents as may be required by the Bank.
- Review adequacy and completeness of legal documents executed by borrowers, mortgagors, guarantors, spouse, before the same is executed by the Bank and ensure proper perfection and registration of securities, charges, in line with the Credit Policy and Credit Manual requirement.
- Manage the process of registration of charges and legal mortgage to ensure that security assets are properly charged and mortgaged in line with the credit policy and procedures.
- Contribute towards the review of the Credit Policy and Credit Manual to ensure that new developments in the lending, operating, business and regulatory environment are adequately considered and incorporated in the Credit Policy and Credit Manual.
- Process discharge of securities after the credit facilities have been paid in full or security assets have been sold through recovery measures to ensure that the process of discharge is handled in line with the credit policy and procedures.

- Liaise with all stakeholders, for example, courts, other bank departments, branches, clients, government institutions, the Central Bank and other financial institutions to coordinate and streamline documentation processes.
- Maintain and update BRELA charges register for customers.
- Provide legal opinion on various aspects relating to credit.
- Conduct seminars and provide legal advice to other departments within the Bank whenever necessary.
- Any other duties assigned by line manager.

### Qualifications Required

- Bachelor of Laws (LLB) from a recognized institution
- Advocate of the High Court of Tanzania
- Minimum of 5 years' experience in legal practice, preferably in banking, corporate, or financial services law
- Postgraduate qualifications or certifications in banking law or compliance will be an added advantage
- Strong knowledge of banking, transactional law, commercial, and corporate laws
- Excellent legal drafting and analytical skills
- High ethical standards and integrity
- Strong interpersonal and communication skills
- Ability to work under pressure and manage multiple priorities

### Deadline

**2025-06-15**

### 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**