

VACANCY

LEGAL OFFICER - HEAD OFFICE

PURPOSE OF THE JOB

To effectively support the functions and services of the Litigation portfolio in the Legal Division whilst appropriately identifying and mitigating related risks for the Bank. Also providing extensive legal support, including managing of litigation by/against the Bank, liquidations, sequestrations and business rescue proceedings as and when required..

FUNCTIONS OF THE JOB INCLUDE:

- Review & compilation of Legal handovers and liaison with Bank's panel attorneys and client's in respect of litigious matters.
- Undertaking of extensive legal research and providing legal opinions and advises on various aspects of the law to proactively identify, assess and manage legal risk.
- Providing timeous, professional advice and solutions in respect of legal matters to panel attorneys and clients while ensuring mitigation of risk to the Bank.
- Drafting and reviewing legal documents, including Affidavits, Acknowledgment of Debts, Settlement agreements and other related legal documentation to adequately manage legal risks.
- Understanding and management of Legalsuite software system and legal schedules.
- Co-ordinates sale and disposal of assets, attendance at sales in execution and manage transfer of assets to the Bank in PIP (properties in possession) matters.
- Liaison with liquidators/trustees/agents/business rescue practitioners in respect of liquidations, sequestrations, repossessions, business rescue proceedings.
- Addressing of subpoenas served on the Bank while liaising with Branch and Investigating Officers to ensure appropriate responses are provided.
- Draft, review / update various reports and proposals for submission to internal committees including ECC, SSB and BCC.
- Actively manage audit queries in respect of litigious matters.

QUALIFICATIONS

- An admitted attorney with a suitable law degree is required in order to meet the requirements of the role at the highest level of competence.

PREFERRED EXPERIENCE

- A minimum of 3 years within an established legal practise or corporate environment.
- Right of appearance in both the Magistrates court and High court would be advantageous.
- Understanding of Shariah Law

SKILLS REQUIRED

- Legalsuite
- Microsoft : Outlook, Word, Excel, Powerpoint & Adobe
- Knowledge and Understanding of Magistrate's & High Court processes
- Good interpersonal skills
- Good organization and administrative skills, excellent drafting capabilities
- Ability to work under pressure and time line driven
- Professional, trustworthy, efficient and able to take the initiative
- Strong work ethics
- Meticulous research abilities, report writing skills
- Consistent professional attitude and demeanour
- Integrity and confidentiality maintained at all times Knowledge

Kindly send your cv to hr@albaraka.co.za