

CAREER OPPORTUNITIES

LOOKING FOR A FULL TIME EXPERIENCED LEGAL OFFICER ON CONTRACT BASIS

Job role and Key Responsibilities will include:

- Reporting to the Chief Executive Officer and other Senior Officials of Bank of Baroda (Mauritius)
- Act as in-house Attorney of the Bank that is representing the Bank before any court of law in Mauritius including Tribunals, Commissions, etc.; giving statement to the Commissioner of Police or its representatives, ICAC, FIU, etc. as and when required
- Tender legal advice, undertake legal research, draft legal opinions and legal documents and vetting legal documents,
- Keeping abreast with any new/changes in host/home country law and informing/advising/guiding Management and all the staff members including the compliance team accordingly.
- Examine, revise and advise on legal instruments, including enactments, tender documents and contracts/agreements.
- Provide advisory support, maintain legal records and liaising with external Lawyers also managing and ensuring follow up of the existing/new legal cases.
- The Legal Officer will also be responsible to handle the complaints and manage complaints/ litigation with the view of safeguarding the interest and reputation of the Bank.
- Perform such other related duties as may be assigned.
- Supporting the different Departments by providing accurate, decisive and timely legal advice. Assisting in assessment of UBO (Ultimate Beneficiary Owner)
- Assist in reviewing new regulatory requirements,
- Vetting of Accounts /Documents/NOCs as Per Banks requirements
- Assisting in the review of the processes and policies to ensure that they are in line with home/host country legal and regulatory requirements
- Assist in communications with external legal lawyers and manage litigation in a timely manner and advising the bank on all claims matters
- Draft and vet legal and contractual documentation to ensure their correctness and compliance with laws, policies, regulations and guidelines
- Perform any other miscellaneous duties related to the job, Qualifications, Experience & Skills as and when required

Eligibility For Position of Legal Officer

- LLB or any relevant Law degree or equivalent from a recognised University
- 3 years' legal experience with at least 2 years in a Bank/financial institution in-house legal unit or in a reputable law firm
- Fluent in English (Written and spoken) Knowledge of French ((Written and spoken) will be given due weight age
- Significant proven experience in dealing with legal matters
- The ability to maintain a high level of confidentiality, discretion and personal integrity.
- Highly organised and detail oriented
- A recent Certificate of Character from the Local Authorities (Not more than -1-month-old)

TERMS AND REMUNERATION: -

The post of Legal Officer will be on the contract basis and services will be Governed as per our Bank's Internal HR Policy in alignment with the Workers Right Act (Law of the Land). The salary will commensurate with qualifications and experience.

Your application should reach us latest by **09th Sep 2022**

Bank reserves the right to accept or reject any application without giving any reason whatsoever.

MANAGEMENT

Dated: **25th Aug 2022**

For further details visit our website at <https://www.bankofbaroda-mu.com>