

# VACANCY

The Development Bank of Jamaica (DBJ) seeks to identify suitably qualified applicants for the position of:

## GENERAL MANAGER LEGAL SERVICES

The Development Bank of Jamaica (DBJ) invites applications from self-motivated and results-oriented individuals to provide the overall leadership, direction, and operations of the Legal Services Division; legal advice and support to the senior management; and coordinating and monitoring the legal affairs of Bank.

### PRINCIPAL DUTIES & RESPONSIBILITIES:

- a) Lead/provide the necessary legal input on all transaction and contractual negotiations; and is responsible for protecting the Bank's interests in the documentation used in securing loans grants, guarantees/collateral, contracts, tenders, guarantees, divestment of entities and investments on behalf of the Bank.
- b) Draft, vet, review, negotiate and provide advice on the implementation of all agreements, contracts, and other instruments.
- c) Ensure the Bank is legally protected in all its transactions with clients and other third parties.
- d) Manage the Bank's litigation portfolio utilizing case management procedures with accurate assessment of potential liability and exposure.
- e) Oversees the retention and work of outside counsel and consultants, review and approve billings and cost.
- f) Lead the review, research, and preparation, both written and oral opinions, on a wide variety of legal issues.
- g) Organize and establish day-to-day management of the Bank's legal team and processes in line with agreed objectives, policies and procedures and the Bank's strategic plans.
- h) Lead the provision of legal advice to management and staff in all areas of the Bank's activities and in proffering solutions to legal problems, constraints, risks, options, consequences, and approaches.

### The required minimum qualifications, experiences and attributes are:

- Bachelor of Laws (LLB)
- Certificate in Legal Education
- Master's in Business Administration would be an asset.
- Familiarity with: Public Bodies Administration & Accountability Act, Financial Administration & Audit Act & the Public Procurement Act.
- Skilled in drafting legal documents/instruments.
- Highly developed oral and written communication skills – ability to present and clearly explain statements of fact and the law logically.
- A strong team player with excellent interpersonal skills and the ability to collaborate effectively at all levels.
- Strong analytical, negotiating, and critical thinking skills with the ability to deal with legal and non-legal issues.
- Attention to detail and ability to handle complex transactions.
- Must be proactive, with the ability to prioritize work and to consistently meet deadlines.
- Ten (10) years' post qualification experience in corporate and/or commercial law, loan documentation, and conveyancing
- Experience at a top tier law firm, and/or a major corporation – preferably in the financial sector.

Qualified applicants are invited to submit their applications by **30<sup>th</sup> January 2024** to:

**GENERAL MANAGER, LEGAL SERVICES**

**EMAIL: [mail@dbankjm.com](mailto:mail@dbankjm.com)**

Please note that only short-listed applicants will be contacted.