



## **VACANCY:: ASSISTANT MANAGER – LEGAL**

Bank of Baroda, (Government of India undertaking) is a Bank with an international presence including -8- branches in Fiji.

Applications are invited from suitable candidates fulfilling the eligibility criteria to fill present vacancy of Assistant Manager - Legal on Contractual basis for the period of -3- years.

### **A. KEY ROLES & RESPONSIBILITIES**

- Preparation of Loan Documents.
- Preparation of Standard Operating Procedures & standardisation of documents for security creation, guarantees, LCs etc.
- To carry out vetting of security documents
- Liaisoning with solicitors & government departments
- Assisting in recovery process like issuance of demand notices, enforcement of securities, possession, filing suit etc.
- To give opinion on major & standardised terms and conditions of advances, deposits & customer on-boarding in general to protect interest of Bank
- Assisting on designing of standardised application forms, undertakings, public notices etc.
- Replying to legal notices & Bank's representation in Mediation Centre/Arbitration & Courts on various matters whenever required.
- Assisting on implementation of processes to be carried out on account of amendment/new/repeal in existing Regulatory/Government guidelines.
- Advising on Tax matters
- Preparation, Vetting & Execution of Contracts and legal Agreements
- To give opinion on other matters requiring legal perspective such as operational issues with customers, Policies & regulatory matters, disclosures for Regulators, customers & public
- To represent Bank on staff related matters requiring legal assistance.
- To advise on the application of the relevant laws related to Banking
- To ensure that all processes and changes thereto are fully documented.
- To vet/draft agreements pertaining to all services availed by or provided by the Bank;
- To assist in the complete implementation of all agreements.
- To vet/draft security documents in accordance with approved terms, evaluating critical issues pertaining to security documents and ensuring that they do not contain any irregularity.
- To prepare all litigation cases together, ensure proper follow up and report on the status of new and outstanding cases with proper escalation to Management;
- To introduce a prioritization process and turnaround time for all cases referred by Recovery Department;
- To assist in the drafting of answers to plaints with summons and counter affidavits and ensure that, at all times, the interests of the Bank are well protected.
- To keep up to date with amendments in legislations and advise on their implications for the Bank.

### **B. JOB SPECIFICATION**

The Job specification i.e. required Educational Qualification, Experience, skill set that would be preferred for the said post is defined hereunder:

SN	Parameter	Requirement
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<b>1.</b>	<b>Qualification</b>	LLB, BA/LLB Professional Diploma in Legal Practice Registered Practicing Certificate
<b>2.</b>	<b>Experience</b>	At least five years' of legal experience in financial services ideally in handling legal cases , contract negotiation and drafting, preferably in the Banking Sector.
<b>3.</b>	<b>Skills &amp; Abilities</b>	<ol style="list-style-type: none"> <li>1. Excellent relationship management and analytical skills necessary for interaction with the Judicial system and other negotiating parties</li> <li>2. Demonstrate knowledge of, and experience with, laws dealing with government and/or commercial contract administration, particularly contract negotiation, preparation and administration.</li> <li>3. Legal Drafting skills</li> <li>4. Understanding of economic concepts and principles</li> <li>5. Good command of written &amp; spoken English</li> <li>6. Strong communication &amp; interpersonal skills</li> </ol>

**C. SELECTION PROCESS:** Candidate should be Fiji citizen. Short listed candidates meeting the above criteria will be contacted.

**D. SALARY AND BENEFITS:** Bank of Baroda (Fiji Operations) Assistant Manager Salary Band and Benefits.

**E. HOW TO APPLY**

Interested candidates may submit their applications in prescribed format. Written application must be submitted in Bank of Baroda (Fiji Operations) Employment Application Form which can be downloaded from the Bank of Baroda (Fiji Operations) website [www.bankofbaroda-fiji.com](http://www.bankofbaroda-fiji.com) with Curriculum Vitae, details of experience, copies of relevant certificates as a proof of age, qualification and experience, three professional references, two photographs. Applications must be addressed to:

**The Chief Executive  
Bank of Baroda (Fiji Operations)  
86-88 Marks Street  
2<sup>nd</sup> Floor, Bank of Baroda Building,  
P.O Box 57  
SUVA**

**Last Date of receiving application: 23-05-2022 at 4.00 p.m. Applications received after last date will not be considered.**