

Job Title:	Legal Intern	Reports to:	Assistant Legal Manager
Unit:	Legal	Department:	Legal
Grade:		Date:	
Job Holder:		Supervisor:	
Signature		Signature:	

Job Purpose Statement

The intern shall assist in managing full spectrum of the Bank's Banking business from the provision of sound legal advisory, lending, securities, contracting and litigation.

Key Responsibilities

General Legal Advisory and Legal Risk Management - 50%

- Receiving contracts from User departments for review and execution purposes
- Keep track of all matters being handled by external lawyers in relation to perfection of securities and litigation matters.
- Handling correspondence with branches and user departments on matters relating to contracts, securities, court cases and Discharges.
- Review of court pleadings proposed to be filed by the Bank's external Advocates to ensure that the Bank is adequately protected.
- Facilitate execution of Bank Undertakings, Security documents, Contracts and Discharges by the Bank Attorneys.
- Manage and attend to negotiations and discussions between internal parties as well as between the bank and external parties and institutions and offer advice on legal and considerations to the Bank.
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action are taken.
- Receive all court orders and determine the implications of the court orders to the Bank and give necessary instructions to branches/Advocates (if need be).
- To assist in the filing of securities and forwarding to the Credit Administration Department
- Draft emails and forwarding letters as demanded by the nature of the job
- Maintain proper records and filing of letters and documents relating to securities, discharges, court cases and contracts.
- Carry out all other instructions issued by the Assistant Manager - Legal

Job Specification

Academic

- Bachelor of Laws from an accredited university recognised in Kenya
- Post graduate Diploma from the Kenya school of Law is an advantage

Desired Work Experience

- At least one year experience in a busy commercial oriented law firm or a financial institution.
- Proven track record of providing accurate and effective legal counsel.
- Demonstrate success in managing and conducting a security perfection
- Demonstrate success in managing and conducting a variety of commercial transaction matters including review of contracts

Reporting Relationships: jobs that report to this position directly and indirectly

Functional Reports	N/A
Administrative Reports	N/A

Stakeholders: key stakeholders that the position holder will need to liaise/work with to be successful in this role.

Internal	All Department
External	Clients

Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make *(Indicate if it is Operational, Managerial or Strategic)*

N/A

Ideal Job Competencies: Technical Competence

Job Knowledge

- Should have knowledge of commercial and conveyancing practice
- Should have knowledge of contract law in review and practice
- In depth knowledge of banking laws, regulations, and industry standards relevant to the financial sector.

Ideal Job Competencies: Behavioral Competence

- Excellent communication (Oral and written) and excellent presentation skills.
- Excellent presentation and analytical skills.
- Ability to work with speed, accuracy and attentive to detail
- Team player
- Strong planning and organization

