



Stimulating Career Opportunity at the Tanzania Commercial Bank (TCB) - Director of Legal Services

Are you ready to take a transformational journey in the banking sector and passionate about spearheading legal matters? Tanzania Commercial Bank (TCB) is hiring for a dynamic, experienced and resourceful **Director of Legal Services (DLS)** to head their Legal department and handle legal affairs.

Reporting to the Chief Executive Officer, the DLS will be responsible for providing legal expertise and services to the bank, advising the board on legal and corporate governance matters, dealing with fraud examination and litigation, handling all legal recoveries in the bank and maintaining the statutory register of all shareholders and the company at large.

Working with a vibrant team of legal professionals, the DLS will be at the forefront of managing contracts and regulatory compliance, developing company policies and procedures, providing research and help in coordinating operations in new jurisdictions. Furthermore, DLS will ensure compliance with the organization's governing structures, advise on employment issues, take the lead in identifying and addressing potential legal issues and risks and manage litigation.

About TCB

Tanzania Commercial Bank (TCB) is one of the leading financial institutions in the country, providing first-class banking services and solutions to private individuals, enterprises, and the community at large. The bank has a team of highly qualified, experienced, and committed professionals who serve customers and contribute to the economic development and financial inclusion of the country. The Government of the United Republic of Tanzania is the majority shareholder, with minority stakes held by the Tanzania Posts Corporation, the Revolutionary Government of Zanzibar, Posta na Simu Savings and Credit Society, the Public Service Social Security Fund, and the Workers Compensation Fund. TCB has launched its new strategic plan for the years 2024–2028, with the primary focus of trying to transform its balance sheet to serve SMEs more. This will help to not only widen the customer base but also position TCB as the future leader in the industry and spearhead the country's economic growth. TCB aims to incorporate technology into its five-year plans aimed at disrupting the market and leading to a better customer experience.

If working in a dynamic environment such as this is something that is of interest to you, then the Tanzania Commercial Bank is the place to be.

Key Duties and Responsibilities

- Give opinion on all legal matters to the board and all directorate in the bank;
- Coordinate all management meetings, board committee meetings, full board meetings and shareholders meetings;
- Ensure that all corporate governance issues are maintained in the bank;
- Serve as Secretary for various meetings and committees, managing shareholder register and share ownership changes.
- Handle share transfers, shareholder queries, and support smooth operation of decision-making processes.
- Advise management on meeting content, organize meeting materials, and ensure accurate minute-taking.
- Communicate Board decisions to management and facilitate communication with non-executive directors.
- Monitor corporate governance developments, advise directors on duties and compliance, and assist with report publication.
- Execute Board/Committee decisions for Management deployment.
- Facilitate communication for non-executive directors.
- Monitor corporate governance advancements.
- Ensure compliance with Articles of Association and incorporate amendments.
- Conduct examinations on all internal bank frauds;
- Participate in negotiations, vetting, drawing and reviewing of contracts and other legal documents;
- Vet/review all contracts and agreement for the bank;
- Litigate all cases by formulating and developing legal defense and prosecution strategies for cases in which the bank has interest;
- Liaise with the Office of the Attorney General on legal matters for or against the bank;
- Advise and witness contracts, concessions and agreements involving the Authority and other parties;
- Liaise with the courts of law and other institutions of justice and stakeholders particularly office of the attorney general, government ministries and departments on legal matters pertaining to the bank;
- Advise and witness contracts, concessions and agreements involving the authority and other parties;
- Provide legal services to the bank and interpret laws and rules affecting the operation of the bank;
- Prepare contracts and instruments to which the bank is a party, and interpret provisions of contracts covering work performed for the bank by private entities; and
- Carry out any other related duties as assigned by the Supervisor.

Minimum requirements:

- Holder of a Bachelor's Degree in one of the following fields; Law or Business Administration from a recognized institution;
- A registered Advocate of the High Court;
- At least 7 years' working experience in the banking industry or financial institution of which two (2) years should be in a managerial position
- Possession of a Masters Degree in one of the fields mentioned above is an added advantage.
- Strong leadership skills coupled with the composure required to thrive under pressure;
- Strong motivational skills to drive the team for self-motivation in challenging times;
- Excellent oral and written communication skills to create a message and lay out strategies that team can easily understand;
- A healthy level of diplomacy and discretion while dealing with customers and stakeholders at all levels;
- Decisive, resilient and resourceful;
- Performance oriented
- High level of interpersonal skills;

Interested candidates are advised to apply for the stated position and send their email to tz_executiverecruitment@pwc.com indicating on the subject of the email and the name of the position on or before 3 July 2024. The applicants should attach their Motivational letter, CV which should contain the applicant's mobile number, email address, career background, and three referees. The applicants are also required to attach certified copies of their academic certificates.

- ***Any form of canvassing will lead to automatic disqualification.***
- ***Only short-listed applicants will be contacted.***