

Career Opportunities with Access Bank



There is an exciting career opportunity available at Access Bank for a self-motivated individual with outstanding integrity, a good track record of performance, excellent oral and written communication as well as strong interpersonal skills. As part of its growth strategy, the bank is looking for an experienced candidate with suitable technical competencies to take up the following opportunity:

Legal Officer

To be part of a team that provides pivotal legal support to the entire Bank. This position is under the Legal Department, with the following primary functionaries:

Key Responsibilities

- ♦ Attends to all the administration work of the Department (not limited to preparation of reports required from the Department, maintaining Departmental dashboards, maintaining Departmental records, filing, diarizing meetings);
- ♦ Assists as is directed with all administration duties of the Office of Company Secretariat (not limited to preparation of Board packs, assisting to draft minutes of Board committee meetings);
- ♦ Assists the Legal Manager and Country Head of Legal to ensure effective and efficient management of the in-country legal risk as from time to time directed to the Legal Officer;
- ♦ Conducts any primary legal research required for purposes of preparing legal opinions;
- ♦ Receives all mail that is sent to the Legal Department, brings it to the attention of the Legal Manager;
- ♦ Tracks and records all work in progress / deadlines / responsibilities / projects of the Legal Department.



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This involves preparing and maintaining trackers for any work as is directed;

- ♦ Keeps and maintains a register of all contracts that the bank is party to. This specifically excludes contracts for credit facilities with the Banks customers;
- ♦ Keeps and maintains a register of all litigation instructions handled to external legal panel firms;
- ♦ Assists to review and provide legal advice on tender documents and procurement processes;
- ♦ Assists Country Head of Legal to provide training and support to the business on relevant legal risks management aspects, as is appropriate; and, ensure an up to date and relevant knowledge of principal areas of the law and practice in all commercial law areas relevant to the business needs of the Bank.

Key requirements for this role

- ♦ Bachelor's Degree in Law (LLB) from a recognized University
- ♦ Relevant professional certificates.
- ♦ Minimum of 3 years working experience (with at least 1 year of Commercial work experience including company secretarial work).
- ♦ High attention to detail.
- ♦ Sound judgement and decision making.
- ♦ Excellent written and verbal communication.
- ♦ Ability to prepare complex legal documents.
- ♦ High degree of professional ethics and integrity.
- ♦ Ability to work under pressure.
- ♦ Ability to build and maintain relationships with internal and external stakeholders.

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Access Bank (Plc) Botswana provides a competitive package and will offer the successful candidate a salary commensurate with the person's qualifications and experience.

If you believe you are the right candidate for this position, please send your application, cover letter, detailed curriculum vitae, certified copies of academic certificates, Omang and contacts of three referees to botswana-careers@accessbankplc.com

Head of Human Capital
Access Bank Botswana Limited
Private Bag 00303
Gaborone

To be considered, your application must be received by **26th May 2022**. Only short listed candidates will be contacted.



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