

Vacancy

Legal Counsel/Corporate Secretary



THE ORGANISATION

Deposit Protection Corporation was established by government to protect depositors against the loss of their insured deposits placed with member institutions licenced to operate banking or finance business. Therefore, the organisation is looking for a **Legal Counsel / Corporate Secretary** to provide legal and secretarial services to the organisation.

RESPONSIBILITIES

- To provide legal advice and represent DPC on all legal matters in order to achieve the organisation's mandate
- To ensure Board decisions are communicated to relevant stakeholders
- To advise the Board and Management on new developments in the operating legal framework and the amendments
- To initiate and participate in negotiations of any material commercial transactions, designing and drawing agreements and contracts to ensure that DPC'S interests are protected in all business transactions
- To ensure that DPC adheres to corporate governance principles
- To review documents produced internally for distribution to third parties for compliance with legal standards so that DPC's interests are protected at all times
- To serve as a primary resource and support for the Chairperson and the Board of Directors
- To undertake conveyance functions with respect to fee notes, security documents, and court verdicts.
- To oversee work of retained counsel to ensure that DPC is adequately represented and is given sound advice

KEY COMPETENCIES

- Must be a registered legal practitioner
- Analytical and conceptual thinking, confidential and integrity
- Ability to carry out negotiations at the highest level, conduct meetings and prepare concise reports
- Ability to understand the political and economic environment in which the business operates
- Must have high strategic orientation, and team leadership skills
- Must have good communication, interpersonal, manpower and resource management skills

QUALIFICATIONS

- Bachelor of Law degree (LLB)
- Post graduate qualification in Management or CIS
- MBA will be an added advantage
- 8years relevant working experience, 5 years of which should be at a Senior Management role

Distinctive Consultancy Services has been assigned to assist with the execution of this assignment. NB: No direct contact should be made with Deposit Protection Corporation, its Board or Management as this will automatically disqualify the candidate. If you wish to be considered, please submit your application and motivational letters together with CV to recruitment@distinctive.co.zw

Closing date for applications is **2 August 2019**