

Office: Legal Officer
Reports to: Head of Legal/Company Secretary
Effective date.

Purpose of the position:

- Advising the relevant departments on the perfection of securities and looking out for intervening eventualities that may adversely affect the MFI's interests.
- Facilitating review and audit of securities in the MFI's possession and advise on the remedial process.
- Ensuring proper supervision and management of the institution's loan recovery activities in such a way that loss is minimized, controlled or avoided and thus enhancing sustainability and growth of the company.
- Filing and defending the MFI's small claims in court, liaising with external counsel on litigation matters instituted by or against the MFI, and preparing bank witnesses for testimony or appearance in court.
- Undertaking research on current legal developments (e.g. Laws, Regulations, Judicial decisions etc) and advising the relevant departments/committees within the MFI.
- Providing support in contract negotiations and management including review of all contractual agreements for the MFI to ensure that the MFI's interests are safeguarded, and providing recourse options for non-performing contractors.
- Ensuring that the MFI operates in compliance to all applicable policies and legal regime.
- Deputize the Company Secretary in coordination of board activities and all management meetings.

Knowledge and skills required:

- LLB (Bachelor of Laws Degree)
- Dip. Legal practice
- Valid Practicing certificate
- Understanding of litigation procedures
- Financial analysis skills.
- Portfolio management skills.

Personal Attributes/Behavioral Competencies

- Good stakeholder management especially with court processes
- Ability to work under pressure.
- Good communication and interpersonal skills
- Team work oriented and willingness to guide and train others
- Strong emotional intelligence
- Demonstrates a high level of integrity
- Customer oriented
- Ability to work long hours without supervision.

Key results areas:

Key responsibilities and

Key tasks & outputs

Indicators

weighting (adds to 100%)			
1.	(30%) Provide support in recovery of non-performing loans.	<ul style="list-style-type: none"> Coordinate with the debt collection unit and identify and advise the Legal Manager on all delinquent accounts that require legal proceedings on a regular basis. File and prosecute summary suits in court of all delinquent accounts where applicable. Coordinate the allocation of bad loans to court bailiffs and ensure that proper approval is obtained at the time of allocation. Coordinate and guide the branches in following proper procedures prior to foreclosing on any collateral. 	<ul style="list-style-type: none"> Daily recovery follow up reports submitted to the Company Secretary
2.	(20%) Security perfection	<ul style="list-style-type: none"> Ensure that institution securities are dully perfected not later than 14 days. 	<ul style="list-style-type: none"> Daily tracker and weekly status report on security perfection
3	(25%) Adherence to policies and procedure	<ul style="list-style-type: none"> Ensure that proper procedures are followed in liquidation of customer collaterals and guide the branch and the recovery agents on the recovery process. Represent the institution in public auctions for sale of repossessed securities Issue repossession orders and co-ordinate the repossession of financed assets or those held as security in a timely manner and decisions on sale price to be accepted by the Institution is made without delay. Monitor the provisions made on bad debts and ensure that the institution is compliant with the BoU regulations and advise the Operations Manager on loans requiring subjective provisioning Periodical review of the recovery procedures and advise Operations manager on the new development in the recovery process. Ensure that write off ratio is kept below 3% of the active portfolio 	<ul style="list-style-type: none"> Up_dated_Collateral monitoring reports
4	(10%) Maintain a good rapport between Debt collectors and delinquent customers	<ul style="list-style-type: none"> Carry out periodical visits to delinquent customer's securities and give advice on the condition of the security Negotiate with Debtors and ensure that the Debtors repay the bad debts at a lowest cost to the Bank and as well follow recommended procedures for bad debt recovery 	<ul style="list-style-type: none"> Limited conflicts between customers and debt collections team. Reports submitted to Company secretary
5	(5%) Training and Capacity building of staff	<ul style="list-style-type: none"> Train and keep all staff updated on legal developments. 	<ul style="list-style-type: none"> Performance status reports submitted to the Company Secretary
6	(5%) Legal suits in	<ul style="list-style-type: none"> Initiate legal proceedings for delinquent accounts Prepare the authorization documents with appropriate documentation to Management operations Committee for approval or decision on realization of the bad debts Represent the institution in court sessions in the cases instituted against the Institution's debtors or against the Institution by a customer Receive and verify payment requests from court bailiffs prior to submission to the Operations Manager for approval 	<ul style="list-style-type: none"> Positive and successful track record for court suits. Reports submitted to Company secretary and Operations Manager
7	(5%) AOB	<ul style="list-style-type: none"> Timely execution of any other duties as may be assigned from time to time 	

Other Competencies/Attributes:

- Must be a committed Christian, able to stand above denominational diversities
- Able to uphold VFU core values at all times

Working Environment / Conditions:

- *Field based job(60% in the field and 40% in office)*