



**Ecobank**  
The Pan African Bank

**POSITION :** HEAD OF LEGAL, COMPLIANCE & COMPANY SECRETARY  
**REPORTS TO :** MANAGING DIRECTOR

### JOB PURPOSE

The main responsibility of Head of Legal, Compliance & Company Secretary is to support the Board of Directors in the execution of their oversight role over the management of the Bank and also giving regular direction to the Legal and Compliance functions/operations of the Bank.

### KEY RESPONSIBILITIES

- Provide oversight and leadership to the Legal and Compliance departments to achieve strategic and operational lead for the departments.
- Develop and promote best Corporate Governance practices for adoption and implementation by the Board and Management.
- Provide effective company secretarial services to the Board and ensure that the Board gets effective secretarial support in its oversight function.
- Take and maintain an accurate record of all Board and Committee meetings, provide regular support and guidance in order to achieve strategic goals and objectives.
- Lead and motivate the Legal and Compliance team, ensuring that they are empowered and supported to deliver excellent legal services and achieve performance targets.
- Support business growth by providing cost effective legal advisory services to Board and Management and ensure that performance management frameworks are in place linking strategic priorities to operational and staff targets.
- Ensuring that the Board and its Committees are provided with all requisite information; supporting the Board and its Committees, thereby enabling them to discharge their oversight role.
- Ensure compliance with the regulatory regime governing the operations and policy frameworks of the bank.
- Ensure timely perfection of the bank securities in order to meet set targets of the business departments and generally maintain an accurate and safe electronic record of all securities of the bank.
- Provide technical legal support to the bank's business and operations departments and ensure timely provision of legal due diligence to achieve set targets.
- Effectively manage, source and monitor external environment, challenges and opportunities and ensure effective representation of the bank in the courts of law.
- Effective supervision of the Legal and Compliance departments in order to achieve the bank's strategic objective, appraise and review performance of the Legal and Compliance team of the bank.
- Have a full understanding of the external environment, challenges and opportunities and ensure this is reflected in strategic and operational priorities.
- Ensure that all activities within Legal Services support the overall business plan and are underpinned by the bank's vision and values.
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- Contribute to the development of the bank's business strategic plan and ensure that the set targets achieve customer satisfaction, quality service and value for money.
- Effectively manage departmental and term performance ensuring that targets are set, monitored and achieved.
- Prepare, monitor and manage Legal Services budget ensuring appropriate levels of financial delegation and management are in place.
- Develop, initiate, maintain, and revise policies and procedures for general operation of the Compliance program and its related activities to prevent illegal, unethical, or improper conduct. Manage the day-to-day operation of the program.
- Develop and periodically review and update standards of conduct to ensure continuing currency and relevance in providing guidance to management.
- Collaborate with other departments (Risk Department, Internal Audit) to direct compliance issues to appropriate existing channels for investigation and resolution.
- Monitor and as necessary, coordinate compliance vulnerability and risk; develop / implement corrective issues and provide general guidance on how to avoid or deal with similar situations in the future.
- Provide reports on a regular basis, and as directed or requested to keep Compliance Committee of the bank and Senior Management informed of the operation and progress of compliance efforts.
- Develop an effective compliance training program including appropriate introductory training for new employees as well as ongoing training for all employees and managers on new laws, policies and compliance program.
- Monitor the performance of the Compliance program and related activities on a continuing basis, taking appropriate steps, to improve its effectiveness.
- Support the Executive Committee and other Management Committees in developing and reviewing bank policies and ensuring adherence to set priorities.

#### A SUITABLY QUALIFIED CANDIDATE SHOULD HAVE:

##### Experience & Qualifications

- A minimum of a Bachelor of Laws (Second Class Upper) Degree.
- A postgraduate Diploma in Legal Practice.
- LL.M, MBA and ICOSA will be an added advantage.
- A minimum of five years working experience in financial institutions or related corporate institution with at least three years at Senior Management level.
- Demonstrate experience in Company Secretarial practices and corporate governance.
- Sound understanding of the South Sudan Banking industries.

##### Skills, Capabilities & Personal attributes

- Proven and demonstrable team building skills.
- Possess excellent motivational, interpersonal, networking, and strong communication skills.
- Proven and demonstrable skills in planning.
- Proven and demonstrable record in achieving exceptional and consistent performance for set targets.





- Ability to exercise the highest level of integrity, responsibility, and confidentiality.
- Ability to identify, embrace and manage change to ensure that the change positively impacts the organization.
- Personable, self-driven, assertive, and proactive.
- Excellent presentation and analytical skills.

**HOW TO APPLY:**

Interested candidates for the above positions should submit their application and updated CV to: [hrrecruitment@ecobank.com](mailto:hrrecruitment@ecobank.com) no later than Tuesday 21<sup>st</sup> February 2023. **Only shortlisted candidates will be contacted.**

