

Job Vacancy Announcement for: 1) Head of Legal and 2) Legal Assistant

AccessBank Liberia Limited, The Microfinance Bank, is seeking qualified individuals to fill the positions of: 1) **Head of Legal** and 2) **Legal Assistant**.

The Bank is a fully-fledged commercial bank, offering a transparent, professional and sustainable way of appropriate financial services to the general lower and middle income strata of the Liberian population with special focus on micro and small entrepreneurs. AccessBank Liberia provides excellent career opportunities.

Job title: **Head of Legal Department**

Main Responsibilities

- ✓ Responsible for the Bank's Legal Department
- ✓ Organizing the Recovery activity
- ✓ Representing the Bank in legal and compliance matters and providing Legal advice where necessary
- ✓ Drafting agreements like contracts, mortgages, separation agreements etc.
- ✓ Achievement of the targets and measurement of the department's performance

Qualifications

- ✓ LLB Degree in Law or its equivalent
- ✓ Licensed Counsellor-at-Law
- ✓ Proven tracks of successful judicial debt collection
- ✓ At least 10 years of experience as a legal advisor or Head of Legal

Job title: **Legal Assistant**

Main Responsibilities

- ✓ Support the Legal Department in carry out its function
- ✓ Support the bank in arrear management, legal representation etc.
- ✓ Other responsibilities as assigned

Qualifications

- ✓ LLB Degree in law or its equivalent
- ✓ Licensed Attorney-at-Law
- ✓ Experience in court room related works is favourable but not essential.
- ✓ Proactive, ambitious and willing to learn

Interested candidates should please bring their application, as well as CV including testimony of all relevant documents to the Human Resources Department, AccessBank Liberia, The Microfinance Bank, 20street, Sinkor, Monrovia, Liberia, or via email: hr@accessbank.com.lr

Closing date for the vacancy is **Friday, March 24, 2017 5:00 p.m.**

Please note that only short-listed candidates will be contacted