

VACANCY

The Development Bank of Jamaica (DBJ) seeks to identify suitable applicants for the position of:

LEGAL OFFICER (CONTRACT)

To advise on a wide range of legal matters, including regulatory and operational issues to support the Bank's services relating to both project and non-project activities – which typically includes, but not limited to, services relating to financing including lending, grant, funding, equity financing, venture capital and other financings, as well as advisory services, restructurings, resource mobilisation (borrowings, capital) and all administrative and institutional matters.

PRINCIPAL DUTIES & RESPONSIBILITIES

- a) Prepare, and as applicable, interpret / review of various legal and security documents (e.g. Loan, Shareholder and Sale Agreements and other Commercial Agreements; Promissory Notes, Deeds of Assignment and Indemnity, Leases) and prepare advice on their legal effects and implications.
- b) Prepare, evaluate and review investment and divestment documentation to ensure protection of the Bank's interest; propose comprehensive legal remedies/advise according to agreed strategies.
- c) Prepare, review and modify contractual instruments to assist and support various business activities.
- d) Conduct legal analysis and research on various matters; prepare briefs and opinions, develop and recommend legal policy and procedures.
- e) Review and analyse laws and regulations including those-, related to specific industries and advise on how to comply with legal requirements

Duration & Estimated Time Input

This is a full-time position for which a contract will be awarded for a duration of six (6) months, and may be subject to periodic review, revision, and renewal.

Qualifications

The required **minimum** qualification, experience, and attributes; -

- Bachelor of Laws (LL.B);
- Certificate in Legal Education
- Licenced to practice at the Jamaica Bar and in good standing with the General Legal Counsel
- In-depth knowledge of corporate and commercial law
- Proficiency in the use of MS Word
- Must be confidential, flexible, results-oriented, and able to work independently as well as part of a team.
- Strong negotiation and communication skills.
- Sound critical thinking and problem-solving skills to find solutions to complex problems and challenges.
- Excellent interpersonal skills and professionalism to interact well with internal and external stakeholders.
- **Minimum Experience:** Five (5) years post qualification experience in commercial and corporate law as well as preparation of loan and security documentation.

Qualified applicants are invited to submit their application by **23rd August 2024** to:

Manager, Human Resource
Email: dbjcareers@dbankjm.com

Please note that only short-listed applicants will be contacted.