



AFRICAN BANKING CORPORATION LIMITED

ABC Bank is a leading commercial bank in Kenya that has been in existence for the last 41 years. The Bank is seeking to recruit a dynamic, creative, self-driven and highly motivated experienced professional for the below position.

LEGAL OFFICER

Reporting to the Group Head of Legal, the Incumbent will ensure optimal utility of resources for maximum gain and to protect the interest of the bank against any litigation, loss of property & monies and to ensure that in all the banks businesses and transactions, be they contentious or the otherwise, there is conformity with the law, efficiency and the bank's position and interests are always safeguarded. He/she will assist in providing legal advice and support in the Bank's debt recovery and security documentation process, in accordance with the Bank's policies, legal guidelines and regulations. Should be responsible for reviewing Contracts and Letters of Offer entered into with the Bank ensuring that the Bank's interest is protected at all times.

The incumbent will perform the amongst others the below responsibilities;

- Handle the Bank's debt recovery and litigation case load in accordance with the systems, processes and guidelines in place and updating & maintaining appropriate systems to ensure that all recovery measures are accurate and the required action is taken as and when required and desired outcome is achieved.
- Managing civil litigation matters instituted by or against the bank and criminal matters in which the bank has an interest.
- Issue instructions and supervises the security perfection process to ensure adherence to TATs, proper drafting, compliance and registration of Bank's security documents by external lawyers. Review and ensure it is binding, legally enforceable and adequately provides for right of liquidation or of possession in a timely manner in the event of default.
- Ensure adherence to credit approvals, TATs and legal guidelines in the review of Letters of Offer, Agreements and contracts entered into between the Bank, its suppliers and customers to ensure the Bank's interest is protected.
- Prepare and review reports, maintain and keep updated court reports and bring up diary for litigation & debt recovery cases and ensure strict court attendance, file maintenance & handling.
- Supports Bank's litigation matters and ensure that court documents are properly filed and, maintain court case diary and ensure witness are in court when required.
- Provide legal advice and recommendations that ensure the Bank takes on holistic approaches and effective strategies for speedy and cost effective resolution issues.
- Management of legal risks the Bank is exposed to by ensuring the Bank's operations are consistent with the law, policies and best practices of Banking
- Maintain an extensive knowledge of statutory requirements and recognized good practice in connection with Banking laws and other requisite laws that affect the Bank both directly and indirectly.
- Assist in the delivery of a high quality, efficient, responsive and professionally competent service, within the Bank's customer care policy and best practice.

- Reviewing and drafting of legal updates with respect to newly enacted statutes, bills and amendments of statutes to ensure Bank documents comply with the necessary laws and regulations.
- Follow up on litigation portfolio especially in respect to NPA in order to minimise the risk and the loss, loan portfolio management especially with respect to non-performing loans under litigation or have potential to go under litigation in order to minimize risks of loss.
- Appointing and managing the performance of external legal counsel
- Pursues recovery of the loans advanced with a view of achieving maximum recovery and minimum loss
- Giving the guidelines to the Bank on the best way forward with respect to issues affecting the Bank, advises bank units on issues affecting their respective departments while doing routine response to both internal and external customers; proving accurate feedback to the units within the bank.
- Assist in reviewing service level agreements with users while maintaining the departmental inward and outward registers.

Minimum Qualifications, Knowledge and Experience

- Bachelor of Laws degree
- Post Graduate Diploma in Law
- Knowledge in Banking products
- Minimum 3 years' experience in Litigation and Conveyance Law
- Ability to translate the bank's corporate strategy into a departmental business plan and operationalise the same.
- Ability to motivate and have a cordial relationship with colleagues to maximize their productivity and retention.
- Ability to understand legal documents, legislation and publication
- Knowledge of all aspects of the legal system in the country
- Knowledge of all lending products and the level of complexity inherent in those products
- Knowledge of changes taking place in both micro (banking industry) and macro (global) environment and ability to apply this knowledge to the benefit of the Bank
- Ability to effectively promote the Bank in all for and establish business networks at high levels within the target markets.

If you believe you meet the above requirements, send your applications to the following address: **recruitment@abcthebank.com** on or before **16th February 2026**. Please put the position applied for as the subject of the email.

- ***Only short-listed candidates will be contacted. Canvassing will lead to automatic disqualification***