

VACANCY

The Infrastructure Development Bank of Zimbabwe ("IDBZ/the Bank") is a national Development Finance Institution (DFI) that promotes infrastructure development in various sectors including Energy, Transport, Water & Sanitation, Housing, Irrigation infrastructure, ICT, Health, Tourism and Education. These are key enablers to inclusive socio-economic development and growth. The Bank also supports private sector enterprises, focusing on the infrastructure value chain, agri-businesses, mining and export-oriented businesses.

In order to effectively execute its mandate, the Bank seeks to recruit the following personnel:

CHIEF LEGAL OFFICER

This position reports to the Bank Secretary

JOB PURPOSE AND RESPONSIBILITIES

The position exists to coordinate the administration and management of an effective Legal, Securities and Bank Secretariat function of the Bank

The job includes the following specific responsibilities:

- Preparation of Board packs and ensuring that Board meetings are held as per the approved calendar in line with applicable Corporate Governance statutes, norms and standards
- Takes minutes and provide advisory role on corporate governance, legal issues
- Prepares minutes for meetings attended
- Maintenance of an accurate set of Minutes and Resolutions for all Board, Board Committee and Management Committees
- Coordinates the payment of Board sitting fees
- Files annual returns for all Bank SPVs
- Coordinates the development of the Banks Annual Report
- Manages an efficient system of records management to ensure safety of critical Bank records, including securities, share registers, contracts, agreements, policies etc.
- Ensures an efficient records storage and retrieval system and safe custody of security items.
- Manages and maintains an efficient Securities management system
- Assists staff in bond registration & cancellation
- Attends to instruction letters to the lawyers as delegated
- Consolidates reports as assigned by the Bank Secretariat
- Drafts contracts for procurement and other legal documents for the Bank as requested
- Manages and oversees the Bank's library and or Knowledge Centre

QUALIFICATIONS, EXPERIENCE AND SKILLS

Interested applicants should possess the following:

- Bachelor's Degree in Law
- Master's Degree is an added advantage
- A registered Legal Practitioner
- 8 years relevant experience, at least 1 year as a practicing attorney
- Previous experience in a similar role interacting with the Board
- Knowledgeable of securities, the law and
- Excellent problem-solving and analytical skills
- Effective listening, verbal, and written communication skills

Interested applicants should submit their applications together with detailed Curriculum Vitae by not later than **16:00 hours Friday, 25 March 2022**. Female candidates are encouraged to apply.

REMUNERATION

For the above position, a highly competitive package is on offer, details of which would be disclosed to the shortlisted candidates.

To be considered, interested candidates are requested to forward their applications to:

The Officer In Charge Corporate Services and Human Resources Department
IDBZ House
99 Gamal Abdel Nasser Road
Harare
or email hr@idbz.co.zw

