



Suitable candidates are invited to apply for the position of **Unit Head, Legal Dept.** at The Bahamas Development Bank (“BDB”). The successful applicant will have satisfied the requirements and be able to provide the services as noted below.

### General Duties and Responsibilities

Within and subject to the Bank’s core values, the primary duties of the Unit Head are as follows:

- Providing accurate, relevant and timely advice to Management on a variety of legal topics relative to agreements, products, services, human resources and generally financial services;
- Drafting, reviewing various legal agreements, contracts, products and projects to support the business;
- Reviewing existing client files for title defects and correctness of all legal documents;
- Assessing, selecting and liaising with external legal counsel (including the Office of the Attorney General) engaged by the Bank or our clients and reporting on the same;
- Identifying, managing and mitigating legal risks along with other risks (e.g. reputation, credit, etc.) via the provision of legal advice as regards compliance with enacted legislation;
- Assessing contingent liabilities;
- Supporting Delinquency Control and Recoveries via negotiated settlement or litigation; ▪ Supervising all legal matters to achieve timely decisions /settlement; and
- Providing legal support to the Credit and Governance, Risk and Compliance Unit.

### Competency Requirements

- Excellent understanding and knowledge of litigation and civil procedures in commercial and corporate law;
- Strong communication (written and oral) and presentation skills;
- Excellent negotiating and drafting skills;
- Ability to build and maintain strong professional relationships across the business;
- Ability to communicate complex legal issues and risks to non-legal colleagues;
- Ability to work in a highly autonomous role, prioritizing time and task to meet deadlines;

### Education and Experience

- Bachelors of Law Degree - LLB from recognized tertiary institution;
- Member of the Bahamas Bar Association in good standing and ▪ At least 5 years’ experience in a financial institution.

An updated resume along with letter of interest should be submitted via email to [hr@bdb.gov.bs](mailto:hr@bdb.gov.bs) no later than 16th January, 2024.