



Service Delivery Manager - Legal

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** April 21, 2016, midnight

Basic Job Information

Job Category : Banking / Insurance /Financial Services
Job Level : None
Job Location : Kathmandu
Offered Salary : None

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

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Job Description

KEY RESPONSIBILITIES:

- To manage the Share Operations function of the Bank by providing smooth services to the shareholders.
- Maintain checks and controls in processing shares transactions under close supervision of the Company Secretary.
- Provide opinions on various legal matters arising in connection with the business and operation of the Bank.
- Vetting of various legal documents including agreements & contracts etc. from legal risk perspective.
- Draft various legal documents as required for business and operation of the Bank
- Translate various legal documents from Nepali to English and vice versa.
- Liaise with the Bank's external legal counsel in progressing outstanding legal cases of the Bank.
- Perform any other functions related to legal matters to manage the legal risks.
- Provide support to the Company Secretary.

SELECTION CRITERIA:

- Bachelor in Law with minimum 3 years of work experience; preferably Masters in Laws(LLM)
 - Thorough knowledge of relevant laws and regulations applicable to commercial banks in Nepal and of Nepal Rastra Bank Regulations/Directives.
 - Understanding of the Nepalese legal system including the courts proceedings.
 - Previous work experience of Company Secretary/Legal Manager/Legal Officer in an established Bank or Financial Institution will be an added advantage.
 - Strong communication skills both verbal and written in Nepali and English & strong interpersonal skills.
 - Computer skills (MS Office) including fluency in Nepali and English typing.
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Applying Procedure

Apply Link : <https://merojob.com/service-delivery-manager-legal/>

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