

# VACANCY NOTICE

Pearl Bank is a Commercial Bank whose purpose is fostering prosperity for Ugandans. Our high impact goals are driving sustainable financial inclusion and stimulating entrepreneurship and service. The Bank is growing and giving opportunity for its competent and achievement driven employees as well as the public to fill up the role that has fallen vacant.

## POSITION DESCRIPTION

### JOB TITLE: LEGAL OFFICER (02)

### REPORTS TO: SENIOR LEGAL OFFICER

#### JOB PURPOSE

- The role holder will be responsible for providing administrative, technical and legal support to bank operations by offering legal advice on routine business transactions to ensure that the Bank's interests are protected and all legal risks are mitigated through constructive legal review and engagement with stakeholders.

#### KEY RESPONSIBILITIES /KEY DELIVERABLES

- Provide legal advice and support to various departments/ business lines by acting as the subject matter expert on legal matters.
- Represent the Legal Department in various committee meetings or departmental meetings with a view of providing technical legal support and guidance.
- Evaluate potential legal risks and issues related to the Bank's products, Services, and operations, and provide recommendations for risk mitigation strategies.
- Draft and review all legal documents with service providers, business partners and other stakeholders including contracts, agreements, collateral and others prepared to safeguard the Bank's interests.
- Directly support the Bank's credit and other commercial departments ensuring proper documentation, registration, securitization and internal adherence to contractual obligations.
- Support the development and delivery of legal compliance training sessions to internal stakeholders, to enhance legal awareness and compliance.
- Provide legal advice and support on non-commercial internal matters e.g. staff disciplinary hearings etc. and other routine transactions e.g. review of tenancy agreements, procurement agreements, contract renewals etc.
- Research and prepare legal opinions to guide management on potential legal problems and/or issues of recent regulatory or legislative changes
- Periodically conduct visits to branches to assess compliance with the pertinent laws, identify any lapses pertaining to documentation and practices likely to expose the bank to legal risks and any punitive costs.
- Review and follow up on new laws to ensure that the Bank is up-to-date and in compliance.
- Peruse staff loan/advance files for completeness and accuracy and ensure timely perfection of the same.
- Liaise with external counsel to ensure instructions are carried out on time.
- Reconciliation of the company searches and staff mortgage registration accounts.
- Regular updates to the Department's risk profile/register.
- Engage in training all staff in legal risk aspects that affect the Bank's operation.
- Track or monitor and report on the status of the Department's key Risk Indicators (KRIs).
- Annually complete the Department's Business Impact Analysis (BIA) and review of the Business Continuity Plan (BCP).

#### BUSINESS BEHAVIOURS

- **Passion:** Committed to excellence, delivering outstanding results and making a positive impact on our customers and stakeholders.
- **Teamwork:** Collaborates, mutual respect, and diverse perspectives, to achieve shared success and deliver greater value to the Bank.
- **Integrity:** Uphold honesty, transparency, and accountability, ensuring ethical practices in every action.
- **Innovation:** Embrace creativity and forward-thinking, continually seek new solutions to enhance customer experience and drive business growth.

#### QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

- Bachelor of Law and Diploma in legal practice.
- At least 3 years' experience in legal practice

#### THE FOLLOWING DOCUMENTS SHOULD ACCOMPANY THE APPLICATION

- Cover letter, Detailed CV, and Copies of academic documents all as one file.

#### MODE OF APPLICATION

- Online applications addressed to Chief People & Strategy Officer, Pearl Bank Uganda.
- Send application to [hr@pearlbank.com](mailto:hr@pearlbank.com) with job title as subject.
- Closing Date: **Thursday 09<sup>th</sup> April 2026** at 5:00pm.
- Only shortlisted candidates will be contacted.

**Pearl Bank Uganda Ltd is an equal opportunity employer**