



1. JOB TITLE: Legal Officer

Reporting to: Senior Manager; Litigation

Department- Company Secretary

Location- HQ

Job Summary.

Provide legal support to the operations of the Institution, with special emphasis on litigation. The legal Officer will be responsible for reviewing, preparing contracts and documentation used by the Bank in the business.

Key responsibilities:

- Prepare court documents and represent the Bank in courts of law.
- Review internal documents and policies to ensure they are drafted in accordance with legislation and responsible for identifying legal risks associated with the operations of the Institution and proposing mechanisms for mitigating such risks.
- Preparation and drafting of reports and communications to the regulator.
- Provide updates to the Head of Legal and or a person acting in that position on issues affecting the operations of the Bank.
- Provide support to the Bank to ensure compliance by the Bank with its labour and employment obligations as an employer of its staff, including registering with local authorities and entering employment contracts drafted under local law that protect the interests of the Bank.
- Providing legal opinions based on local laws regarding various aspects of the operations of the Bank.
- Assist in drafting legal demand letters to default clients.
- Participate in the training of staff in all legal issues arising out of the CRDB business and operations. These may include assisting them to identify genuine securities, legal implications of illegal recoveries, fraud etc.

- Perform all other duties assigned to him/her by Line Manager and coordinate weekly and monthly reporting.
- Co-ordinate with external counsels on the status of cases and report to his or her line Manager or Head of Legal.
- Maintaining resources and overseeing cases relating to litigation collection and ensuring timely reporting on the cases and close follow-ups on fraud prosecution handled by external lawyers.
- Pursuing claims by the Bank as determined and defending the Bank against claims by third parties in court.

Experience, Knowledge, and Skills Requirement.

- Bachelor's degree in law (LLB) from a recognized University/Institution.
- Possession of a master's degree will be an added advantage.
- Admission as Advocate of the High Court.
- Minimum of 3 years working experience in a financial institution or reputable organization.
- Must have strong litigation skills.
- Excellent knowledge of all types of legal matters related to the operations of the Bank.
- Excellent verbal and communication abilities in both English and Kiswahili.
- Ability to adapt and work co-operatively and effectively.
- Creative and analytical thinking to problem-solving.
- Strong relationship-building and diplomatic interpersonal skills with sensitivity to the emotional, attitudinal, and political aspects of corporate life.
- Excellent negotiation skills.

Deadline 6th August 2023

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2.JOB TITLE: Senior Manager; Data Center

Reporting Line- Head; Technology Infrastructure

Department- ICT

Location- Head Office

Job Summary.

Creates and maintains overall Data center plans to support the organization's business strategy, agrees service level agreements with vendors and plans all aspects of the infrastructure necessary to ensure the provision of Data centre services to meet such agreements.

Key Responsibilities

- 24x7x365 management of CRDB Bank Data Centers to ensure services are available to internal and external customers as per agreed levels of response time, capacity, and uptime.
- Managing Data Center resource capacity planning and analysis; coordinating with Database & Middleware Administration and Enterprise Applications Support Managers.
- Capacity planning for new Server rack cabinet layouts, coordinating Data Center network installation, identifying, and resolving Data Center incidents pertaining to cooling, UPS, Commercial & Backup Generator power and network issues.
- Interfacing with Data Center service providers before, during and after installation, and on a daily basis to ensure efficient operations of the Data Centers and proactive resolution of likely incidents.
- Managing vendors that support the Data Center; supervises vendors planned Preventive Maintenance (PM) activities.
- Coordinates with ICT Security Officers and Bank Senior Security Officers to ensure that Data Center physical access security, fire detection & prevention and CCTV surveillance security are in place, effective and not compromised.
- Setting up and monitoring Data Center equipment preventive maintenance schedules.
- Assisting ICT and Business teams by providing technical information requested for business design and development.
- Approves space, power, cooling and naming standards for new computer rack cabinets and growth of existing rack cabinets.
- Based on installed monitoring tools, provides monthly reports detailing Data Center resource utilization, capacities, incidents, and activities to Bank Management and the business teams.
- Cultivating productive and proactive working relationships with ICT, Facilities, Security Departments, and other departments in order to jointly resolve issues.
- Conducts necessary action to ensure Bank Data Center security policies and procedures are adhered to and followed.
- Drive the development, identification, and delivery of all necessary training for Data Center staff to enable and ensure the staff to provide effective Level 2 support for all Data Center and facilities issues.
- Overseeing the management and updates of technical drawings and other documentation for the Data Center.
- 24-hour on-call as the first escalation point for all Data Center operations and facilities issues.

- Prepare monthly progress update reports of the section.
- Prepare and control the annual budget (CAPEX & OPEX) of the section.
- Setup and implement cost saving initiatives.
- Develop & update policies, procedures, and processes to improve efficiency & productivity of the section.

Experience, Knowledge, and Skills Requirements

- Bachelor Degree in Computer Science, Software Engineering, Telecom Engineering, Electrical Engineering or equivalent relevant IT degree from a reputable University.
- Minimum of 7 years' experience in ICT, At least 3 years in Managerial role in Data Centers infrastructure and systems support / administration from enterprise of similar size and scale.
- Experience in design, and implementation of enterprise Data Center infrastructure and systems.
- Experience working in deadline-oriented projects/environments, managing multiple issues simultaneously.
- Experience in Data Center security, networking & application delivery design.
- Experience in Data Center virtualization & consolidation, capacity planning, sizing & design.
- At least one applicable professional certification in Data Center MEP, Servers, Storage, Database or Middleware, professional qualification in server management (e.g.. MCSE, IBM P Series, LINUX, Hyper V, etc.), professional qualification in ITSM related area (i.e. ITIL or COBIT), Storage Area Network (SAN) recognized training or certification.
- Virtualization and project management recognized training or certification.

Deadline 6th August 2023

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