

AN EXCITING CAREER OPPORTUNITY

Credit Bank PLC, a well established commercial bank, has embarked on a robust growth strategy and is looking for a dynamic, highly creative and technology savvy proactive Kenyan professional with strong credentials and relevant work experience to fill the below vacancy who will be stationed at our Head office.

Assistant Manager -Legal

The role holder will be responsible for providing legal support to the Bank, identifying and managing legal risks in Kenya, and providing legal advice to the Bank's business and support units, as appropriate.

Main Duties

1. Drafting and reviewing legal related documentation including securities and contracts.
2. From time-to-time conduct review of financing proposals and suggest best possible legal structure and documentation for deal transactions.
3. Providing guidance to management/the Bank on the law, legal matters, rules and regulations affecting the Bank, its projects and its operations and ensuring legal compliance thereof
4. Drafting and implementing the Legal Department's policies, processes and procedures
5. Providing bank-wide legal support and service.
6. Regularly updating the Management regarding the status of the legal issues being handled and properly liaise towards delivering regular legal controls.
7. Monitoring and following up on Kenyan legislation as well as advising the Bank on the impact of existing and newly enacted legislation on the Bank's overall activities.
8. Liaising with and providing full support and assistance to the external professionals on all legal documentation including securities on behalf of the Bank
9. Liaise as required with external lawyers and assist in the preparation of the required pleadings and regularly update the litigation report.
10. Review all existing securities in NPL and recommend remedial action as necessary;
11. Support debt recovery and collections processes relating to non-performing facilities.

Minimum qualification and experience required

- i. Bachelor's degree in law or equivalent from a recognized institution.
- ii. Post-graduate Diploma in Law
- iii. Member of the Law Society of Kenya
- iv. At least **6 years'** relevant experience in a banking environment or a busy corporate/commercial practice

Key Competencies

- Knowledge of banking practice and theory
- Excellent knowledge of written and spoken English and Swahili.
- Knowledge of financial and commercial laws & regulations governing the banking industry
- Litigation skills
- Preventive lawyering skills, and proactive management of legal risk
- Excellent legal drafting skills.
- Ability to take major legal decisions and conduct legal negotiations for and on behalf of the bank.

Application procedure

If you believe that you have the required qualifications and experience to fill in the above position, kindly send your detailed resume and cover letter to **hr@creditbank.co.ke** by COB, **15th September 2026**, quoting the **Assistant Manager-Legal** as the subject of your email. Only shortlisted candidates will be contacted.