



JOB OPPORTUNITY

ICB Islamic Bank Limited, a multi-national Islamic shariah based Financial Institution majority owned by the Malaysian shareholders, invites applications from qualified sound dynamic professionals for following positions :

POSITION : HEAD OF LEGAL

No of Vacancy : 01

Location : Head Office, Dhaka.

Job Context

This position is responsible to follow-up and monitor all law suits filed by the Bank for recovery of stuck up loans and attend those cases when required. Also need to follow-up & monitor all legal cases filed by the borrower / customer against the Bank pending in the District Courts and Supreme Court. Besides these, needs to handle all legal issues of the Bank.

Job Responsibilities

- To follow-up and monitor all law suits filed by the Bank for recovery of stuck up loans pending in the Artha Rin Adalat, Magistrate Court / Session Court under section 138 of the Negotiable Instrument Act-1881 (as amendment up to 9th February, 2006) and attend those cases and when required.
- To follow-up & monitor all legal cases filed by the borrower / customer against the Bank pending in the District Courts and Supreme Court.
- To prepare up to date suit status report and submit them before the Board of Directors as per instruction of the Board.
- To prepare Management Note / Memo regarding permission for filing suit against the defaulted borrower of the bank for recovery of stuck up loan, if necessary.
- Liaison with the bank's panel lawyer & monitor the suits / cases conducted by them. Monthly follow up the suits / case with the enlisted lawyers.
- To prepare half yearly suit status report as per BRPD Circular No.11/2000 BR-4 and submit the report to the Bangladesh Bank.
- To follow-up and monitor all lawsuits filed by the Bank or against the Bank pending in the High Court Division / Appellate Division of the Supreme Court i.e. Writ / Civil or Criminal Revision / F. M. A. / Civil or Criminal petition for leave to appeal etc. and take all necessary steps for expedition.
- To prepare Circular among the branches of the Bank as well as Head of Departments at Head Office regarding up dated legal issues, legal matters, amendments of laws etc.
- Physically verify the genuineness of various deeds / documents from the concerned government office as and when required in respect of lawsuit account as and when basis.
- To prepare vetting / legal opinion on the various legal issues as provided by the Branches and other Divisions of Head Office.
- To advise to other department of Head Office/Branches regarding law related issues from time to time.
- To monitor cases with Anti Corruption Commission.
- To prepare memo for enlistment of lawyers & review of their performance periodically.
- Also engaged any other legal matters / legal issues as and when required by the Management of the Bank.
- Miscellaneous legal issues.

Employment Status

Full-time

Educational Requirements

- LL. B. (Hon's), LL. M. from any recognized University

Experience Requirements

- At least 10 years and 5 years in Legal Department at Bank/Financial Institution

Additional Requirements

- Communication skills in English/ report writing.
- Well conversant in laws relating to Artha Rin Adalat, N. I. Act, Registration Act, Contract Act, Bank Companies Act, Company Law, Labour Law etc.
- Good knowledge in computer operation.

If you believe that you are the right person for the above mentioned position by meeting the requirements, please submit in confidence with your updated Curriculum Vitae and recent one copy of passport size photograph **mentioning the position applied for on the subject** at recruitment.hrdho@gmail.com.

Application Deadline: June 05, 2021

- N.B.:**
- ICBIBL is an equal opportunity employer.
 - Only short listed candidates meeting the required criteria will be called for interview;
 - Any kind of persuasion will lead to immediate disqualification;
 - ICBIBL reserves the right to accept any or reject all applications without assigning any reason whatsoever.