POSITION: Manager Legal Services

Location: Kampala – Uganda

The East African Development Bank (EADB) was established in 1967 under the treaty of the then East African Cooperation. Its mandate is to provide financial and related assistance to enterprises in the member States to make a positive contribution to socio-economic development in the region. EADB is today owned by the four Member States of Kenya, Uganda, Tanzania and Rwanda as well as other development and commercial financial institutions. Being an organ of the EAC and its partnership with EAC institutions has accorded to provide it with a platform to play a catalysing role in regional integration through provision of development finance.

JOB PURPOSE

To provide high-level legal support to the Bank's operations by ensuring legal soundness in all transactions, corporate decisions, institutional policies, and governance matters. The role provides expert advisory services, manages complex legal issues, and contributes to risk mitigation, compliance, and institutional development.

Reporting to: Director Corporate and Legal Affairs

KEY RESPONSIBILITIES AND JOB DIMENSIONS

Key Responsibilities

- Transactional and Advisory Support
- Corporate Governance and Institutional Legal Affairs
- Litigation and Dispute Management
- Supervision and Capacity Building
- Monitoring and Compliance

JOB COMPETENCIES (KNOWLEDGE, EXPERIENCE AND ATTRIBUTES/ SKILLS).

Academic Qualifications

- Master's degree in Law in a related field is required.
- Bachelor of Laws (LLB) from a recognized university in a common law system.

Professional Qualifications / Membership to professional bodies

- Admission to the Bar in an EADB member country is a must.
- Membership in a recognized legal professional body.
- Cerification i.e. ICSA, ICPS is required.

Previous relevant work experience required

- At least 7 years of post-qualification legal experience, with atleast 3 years in a supervisory or managerial role within a financial institution, multilateral organization, or top-tier law firm.

- Demonstrated experience in structuring, negotiating, and drafting complex loan agreements, contracts, and litigation.

The full job description for the role is available at eadb.org*/vacancies/.* To apply, kindly complete and submit a personal data form available at https://forms.cloud.microsoft/r/E2ZQs9G7WCon or before **Monday 23rd November 2026.** Submission of the personal data form is a mandatory application requirement. In addition, all applicants are required to send their updated CVs to **recruitment@eadb.org with 'Manager Legal Affairs'** as the subject. All applicants are advised to adhere to the application guidelines for consideration.

Female candidates and candidates living with disability are encouraged to apply

Only candidates from the four members states [Rwanda, Tanzania, Uganda and Kenya] will be considered.

Job Description

Manager Legal Services

Job Title:	Manager Legal Services	**Reports to** ❖ Director Corporate and Legal Affairs
Job Grade:	D2	
Department/Directorate:	Legal	**Direct Reports** ❖ Principal Officer Litigation and Contracts ❖ Officer Legal
Section/Unit:	N/A	

Job Purpose:

To provide high-level legal support to the Bank's operations by ensuring legal soundness in all transactions, corporate decisions, institutional policies, and governance matters. The role provides expert advisory services, manages complex legal issues, and contributes to risk mitigation, compliance, and institutional development.

Key Responsibilities and Job Dimensions

Key Responsibilities

Transactional and Advisory Support

- ❖ Draft, review, and negotiate complex legal agreements, including loan documents, security instruments, project financing contracts, investment agreements, and MoUs.
- ❖ Advise operational teams and management on structuring of financing and investment operations in line with applicable laws and EADB's Charter.
- ❖ Conduct legal due diligence on counterparties, security, and project documentation.

Corporate Governance and Institutional Legal Affairs

- ❖ Support the Director Corporate and Legal Affairs in advising Management and the Board on governance, regulatory, and institutional matters.
- ❖ Provide legal support for Board meetings to ensure compliance with governance procedures.
- ❖ Contribute to the development and review of internal policies, manuals, and regulatory frameworks.
- ❖ Support the drawing and negotiation of investment and equity agreements between the Bank, and its shareholders, lenders and other partners

Litigation and Dispute Management

- ❖ Manage litigation and dispute resolution processes, liaising with external counsel and ensuring proper representation of the Bank's interests.
- ❖ Provide legal support and opinions on litigation strategy, debt recovery and settlement options.

- Oversee the compilation and preparation of comprehensive litigation reports, ensuring accurate documentation of case details, progress, and outcomes.

Supervision and Capacity Building

- Provide leadership and mentorship to Legal Officers and other junior staff.
- Coordinate internal knowledge-sharing sessions and support legal capacity building within the department.

Monitoring and Compliance

- Monitor changes in laws and regulations across EADB member states and assess implications for the Bank.
- Ensure that all operations are conducted in accordance with applicable legal and regulatory standards.

Decision Making/ Job Influence

- Exercises independent judgment on complex legal matters affecting the Bank's operations, transactions, and governance.
- Provides authoritative legal advice to operational teams and senior management, shaping key decisions on lending, investment, and institutional strategy.

Working Conditions

- Office-based role with occasional travel within the region and internationally to support legal transactions, negotiations, and legal proceedings.
- High-pressure environment with tight deadlines, especially during transaction closings, Board sessions, or litigation processes.
- Extended working hours may be required occasionally to meet operational and strategic deadlines.
- Regular interaction with senior executives, external legal counsel, regulators, and government agencies.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- Master's degree in Law in a related field is required.
- Bachelor of Laws (LLB) from a recognized university in a common law system.

Professional Qualifications / Membership to professional bodies

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- Demonstrated experience in structuring, negotiating, and drafting complex loan agreements, contracts, and litigation.

Functional Skills:	**Behavioural Competencies/Attributes:**

❖ Legal drafting ❖ Transaction structuring ❖ Contract negotiation ❖ Litigation management ❖ Policy analysis ❖	❖ Integrity ❖ Analytical thinking ❖ Attention to detail and accuracy ❖ Leadership ❖ Teamwork ❖ Communication ❖ Discretion ❖ Problem-solving ❖ Ability to work under minimum supervision

Approvals			
	Name	**Signature**	**Date**
Job Holder			
Head of Department			
Director Human Resources and Administration			