



GECCU LTD

General Employees' Co-operative Credit Union Limited

CAREER OPPORTUNITY

The General Employees' Co-operative Credit Union Limited (GECCU) is seeking to recruit a qualified and experienced candidate for the position of **Legal Officer**. The position is one of Senior Management.

Summary of Position

The Legal Officer is accountable to the Chief Executive Officer and shall be responsible for monitoring and advising the credit union on all legal matters. The Legal Officer shall also ensure that the credit union complies with statutory and corporate governance practices and guidelines as observed in the financial industry.

Duties include but are not limited to the following accountabilities:

1. Prepares Deeds of Conveyance, Mortgages, Bills of Sale, Agreements, Leases and other legal documents on behalf of the Credit Union;
2. Commissions title search for properties pledged as security for loans;
3. Vets legal documents from external attorneys and co-ordinates timely execution of these legal services;
4. Vets Service Contracts and Insurance Agreements;
5. Provides legal opinions to various departments of the credit union;
6. Provides guidance to the Board on matters of law, ethics and governance;
7. Advises the Chief Executive Officer and Senior Management on legal matters, as required under the legal framework of the Co-operative Sector.

Qualifications and Experience

- Degree in Law (LLB or LLM)
- Certificate in Legal Education or Bar Vocational course
- At least 3 – 5 years of relevant working experience

Competencies

- High level of organizational and time management skills
- Excellent interpersonal, communication, leadership and research skills
- Excellent problem solving and ability to exercise sound judgement and discretion
- Strong ethical characteristics: integrity, confidentiality, accountability and initiative
- Committed to the delivery of quality service and detail oriented
- Ability to exercise sound judgement and discretion
- Advanced computer literacy
- Ability to work independently and as part of a team

Salary: Commensurate with qualifications and experience

Closing Date for Applications – July 21, 2023

Letters of application accompanied with proof of qualifications, resumé and two (2) recent testimonials should be addressed to:

The Secretary
Board of Directors
GECCU Limited
P.O. Box 1636

Halifax Street
Kingstown

Only applicants who are shortlisted will be notified.