



## CAREER OPPORTUNITY

IFIC Bank Limited is a first generation private sector commercial bank having joint ventures and affiliates abroad.

Our Mission is to provide service to the clients with the help of a skilled and dedicated workforce whose creative talents, innovative actions and competitive edge make our position unique in giving quality service to all institutions and individuals that we care for.

The Bank is seeking for some dynamic individuals for the position of Law Officer based at Head Office who will be responsible for providing general legal services to the Bank.

### Position Name: Law Officer

**Grade** : To be commensurate with qualification & experience

### Key Responsibilities

- Create and maintain the legal issues related to the Bank (Drafting of legal deeds, Agreements, and Plaints etc.)
- Responsible for coordinating/monitoring pending Court Cases (Civil Revision, FMA, Writ Petition etc.) filed by or against the Bank.
- Assisting in providing legal opinions on various legal issues.
- Attending Court and Lawyer's Chamber as and when required.
- Engaged in tasks involving:
  - Civil & criminal laws relevant in banking business
  - Company laws, land laws
  - Legal department records maintenance

### Requirements:

- Must be a Law graduate from any reputed University and Admission as a Legal Practitioner.
- Professional knowledge in drafting legal documents
- Professional knowledge in Civil Litigation, Commercial Law - Conveyance, Alternative Dispute Resolution and Criminal Litigation.
- Ability to produce excellent results under tight deadlines
- Must be an organized team player who can work independently and work under pressure with good interpersonal and negotiation skill.
- Computer literacy
- Writing capacity in both English & Bengali
- Minimum 2 years' experience in the relevant field is a requirement.
- Age limit: Maximum 35 years as on April 15, 2018

### ■ Freshers are also encouraged to apply who fulfill the following eligibility criteria:

▪ <b>Academic Qualification</b>	:	Graduate with Honors or Post Graduate with minimum 2(two) 1st Divisions/Classes or equivalent CGPA including 1st Division or equivalent CGPA either in SSC or HSC without any 3rd Division/Class or equivalent CGPA in the entire academic career.
▪ <b>Age</b>	:	Maximum 30 years as on April 15, 2018
▪ <b>Surety Bond</b>	:	Will be required to give surety bond for serving the Bank for minimum 05 years including the probation period.

**Job Location:** Head Office, Dhaka

If you believe you are the right person, please apply online through <http://career.ificbankbd.com> by **15th April, 2018**. Only short-listed candidates shall be communicated.

