

# Career Opportunities: Legal Counsel (421)

Requisition ID 421 - Posted 05/16/2022 - Barbados

The Caribbean Development Bank (CDB) is seeking to recruit a national from its member countries to fill the position of Legal Counsel in its Legal Department for the UK Caribbean Infrastructure Partnership Fund. The successful candidate will be based at CDB's headquarters in St. Michael, Barbados.

## THE DEPARTMENT

The Legal Department is responsible for providing legal services to CDB. The Legal Department serves the entire Bank and, accordingly, provides services relating to both project and non-project activities. This typically includes services relating to lending, grant, guarantee and other financings, as well as advisory services and restructurings, resource mobilisation (borrowings, capital increases, replenishments, and funds under administration) and all administrative and institutional matters. In addition, the Department is responsible for making arrangements for the Bank to be represented in arbitration or other legal proceedings or matters in which the Bank may be interested. The Department has considerable interface with CDB's Borrowing Member Countries (BMCs), lenders and development partners.

## THE ROLE

The position will report to the Deputy General Counsel (DGC). The Legal Counsel is accountable for providing a full slate of legal services to CDB to assist in ensuring that CDB's internal operations and external business activities are conducted without detriment to the organisation and with due observance of its Charter and the Memorandum of Understanding between CDB and the Government of the United Kingdom of Great Britain and Northern Ireland (UK) for UK-Caribbean Infrastructure Partnership Fund (CIF).

CDB has been selected by the Government of the UK acting through the Foreign, Commonwealth & Development Office, to manage CIF. The CIF supports eight Commonwealth Countries eligible for Official Development Assistance (ODA) and one ODA-eligible Overseas Territory to create critical economic infrastructure in the Caribbean to set the foundations for growth and prosperity, reducing poverty and increasing resilience to climate change.

The Infrastructure Partnership Fund is available to the following countries: Jamaica, Guyana, Belize, Dominica, Grenada, St Lucia, Antigua and Barbuda and St Vincent and the Grenadines; as well as Montserrat as an Overseas Territory.

The Legal Counsel is responsible for providing legal services to CDB with respect to:

- Appraisal of capital and technical assistance projects, preparation, negotiation and finalisation of loan, guarantee, grant and consultancy agreements, satisfaction of conditions precedent to first disbursement of funds (including, where applicable, the provision of security documentation), the supervision of the operational phase of projects, matters arising out of such agreements, purchases by CDB, services provided to CDB and matters arising out of such activities.

## **KEY RESPONSIBILITIES**

The responsibilities of the Legal Counsel are to ensure that:

- The legal status of applicants for loans and technical assistance, their powers to borrow, licences, exchange control and capital issues requirements, relevant legislation and other documentation are acceptable to CDB.
- Terms and conditions of loans being appraised and technical assistance and consultancy assignments are appropriate and consistent with CDB's standard terms and conditions and the terms and conditions of the funding sources allocated to each assigned project.
- The negotiation and finalisation of loan, guarantee, technical assistance and consultancy agreements to which CDB is a party as well as other legal documentation connected therewith are effected in a timely manner.
- The Borrower/Beneficiary/Guarantor meets the conditions precedent to CDB's disbursement under funding agreements, that extensions of time required for such satisfaction are given or initiated (as appropriate) and that certification of the satisfaction of such conditions is issued upon such satisfaction.
- Borrowers and other recipients of CDB's funds and CDB's staff members receive accurate and timely advice on the application and interpretation of all CDB's internal and external policies, procedures, guidelines, schemes, rules and regulations as the same may from time to time be amended, revised or replaced.

- Notices required under loan, technical assistance and consultancy agreements for suspension of disbursement, cancellation of undisbursed balances, termination of existing obligations and for any other purposes are drafted, finalised and issued as and when such instructions are received.
- All necessary legal action and/or contacts for the purpose of enforcing CDB's security or recovering sums outstanding under a loan, technical assistance or consultancy agreement is promptly initiated and pursued once a decision has been taken to recall the loan or require a refund of a grant.
- In serving as a member of the project appraisal team, attending review meetings and giving comments on project documents, due observance is given to accuracy, appropriateness, consistency and clarity.
- Assistance is provided to the General Counsel (GC) and the DGC with respect to such other duties related to the legal work of CDB.

## **EDUCATION AND EXPERIENCE**

The ideal candidate for this role must:

- Be a qualified Attorney-at-Law, Barrister or Solicitor as evidenced by relevant qualification.
- Be practicing or able to practise in one or more of CDB's member countries.
- Have at least five years' working experience in the practice of law.
- Have engaged in a general law practice with experience in the preparation of documentation with respect to loans and other financial transactions and corporate matters.

A post-graduate degree in law, or a degree in another field relevant to the CDB's work would be an asset.

Knowledge or experience in international development law would be an asset

Working experience in the practice of law in one or more of CDB's BMCs would be an advantage.

## **COMPETENCIES**

### **Function-Specific Competencies**

The Legal Counsel must demonstrate strong proficiency in the following competencies:

- Ability to perform extensive legal research and analysis, independently prepare legal briefs, opinions, and a variety of legal instruments and related documents.
- Ability to apply legal and administrative expertise to analysing a diverse range of complex and unusual issues and problems, and to develop innovative and creative solutions.
- Ability to utilise discretion and sound judgement in applying legal expertise to sensitive, complex legal and administrative issues.
- Ability to work effectively with others and, in particular, as a team member or team leader.
- Ability to demonstrate strong analytical, legal and negotiating skills.
- Ability to effectively adapt to tight deadlines, heavy workloads, and sudden or frequent changes in priority in order to accomplish objectives in a fast-paced working environment.

## Behavioural Competencies

Competency	Definition
<b>Acting as a Champion for Change</b>	Actively identifies problems and opportunities for change and implements solutions where appropriate. Maintains effectiveness when experiencing major changes in work tasks or the work environment; and supports people in their efforts to try new things.
<b>Acting Decisively</b>	Moves quickly to make decisions and commits to a clear course of action; comfortable making decisions based on partial information; willing to take risks in order to maintain momentum; shows a strong bias toward action.
<b>Acting Strategically</b>	Aligns day-to-day activities around broader organisational goals and objectives; prioritises resources based on the strategic objectives of the organisation; recognises and rewards people based on how their actions support the broader needs of the organisation.
<b>Championing Customer Needs</b>	Calls attention to issues that impact customer satisfaction; views situations from the perspective of customers; encourages people to think about customers when making decisions and develops and sustains productive customer relationships.
<b>Communicating Effectively</b>	Consistently communicates with clarity and thoroughness to optimise audience understanding. Communicates information in a clear, concise, and timely manner. Demonstrates effective speaking and presentation skills.
<b>Delivering High Quality Work</b>	Critically reviews work processes to ensure quality; addresses problems that could impact quality; makes sure project deliverables and services meet all requirements and expectations; does not make the same mistakes twice.
<b>Displaying Technical Expertise</b>	Keeps his/her technical skills current; effectively applies specialised knowledge and skills to perform work tasks; understands and masters the technical skills, knowledge, and tasks associated with his/her job; shares technical expertise with others.
<b>Driving for Results</b>	Bottom-line oriented and pushes self and others to achieve results. Keeps current on project status; makes sure people are aware of project status and what they need to do to keep things moving; redirects project resources and activities to overcome setbacks; elevates project concerns to senior levels of leadership when appropriate.

## **TERMS OF APPOINTMENT**

This role is a full-time position with the successful candidate being contracted on a two-year basis in the first instance, with the possibility of renewal. The salary is competitive and commensurate with qualifications and experience. The benefits package includes a pension plan, life and medical insurances.

Before you proceed to apply, please consider the following requirements:

- You must be a national of one of CDB's member countries.
- You will be required to produce evidence of any educational and professional qualifications to support your application if you are selected for an interview.
- All appointments are subject to satisfactory background checks and references.

CDB fully respects the need for confidentiality of information supplied and assures you that we will not discuss your background and interest with anyone including references, without your prior consent.

The deadline for submission of applications **June 6, 2022** at 11:59 pm AST.

**The Caribbean Development Bank is an equal opportunity employer and values diversity. We encourage all qualified candidates to apply regardless of their racial, ethnic, religious, cultural background, gender, sexual orientation, or disabilities. Women are strongly encouraged to apply.**

**The Bank provides reasonable accommodation to individuals with disabilities who participate in the job application or interview process. Please contact us to request such accommodation.**

