

YAKO BANK

Yako Bank (U) Limited was incorporated in the Republic of Uganda in 2010 and licensed as a Credit Institution by Bank of Uganda in 2020. In September 2015, Yako got its license to operate as a deposit taking institution and started operations under the name Yako Microfinance (U) Limited. It upgraded to a Credit Institution in 2020 and was licensed to operate as Yako Bank (U) Limited. Yako Bank is owned by different shareholders and has been licensed by Bank of Uganda to provide savings and lending products to different clients.

In order to meet the needs of its growing customer base, the Bank is seeking to recruit dynamic, self-motivated, result oriented professionals to fill the following position;

1. Head Legal & Company Secretary

This position reports directly to the Board of Directors with a dotted line to the Managing Director and it will be based at Head Office

Role of the Job:

The Head Legal/Company Secretary is the principal legal advisor of the bank, responsible for developing, establishing, leading, guiding, and monitoring the bank's legal strategy. This role ensures the mitigation of legal risks while enabling the business to achieve its revenue and growth objectives. Additionally, the incumbent will be responsible for planning, directing, managing, and controlling all legal matters of the bank to ensure compliance with regulatory requirements and corporate governance standards.

Key Result Areas:

- Provide expert legal counsel to the bank's management on a wide range of issues, including regulatory compliance, contractual matters, and dispute resolution.
- Draft, review, and negotiate legal documents, ensuring alignment with the bank's strategic objectives.
- Liaise with external legal advisors to secure the best legal representation and ensure compliance with evolving legal frameworks.
- Ensure full compliance with internal policies, external regulations, and corporate governance best practices.
- Guide the Board of Directors on its statutory and regulatory obligations while keeping them informed of legislative updates and governance trends.
- Oversee the development and implementation of policies that align with legal and regulatory requirements.
- Conduct legal risk assessments and collaborate with relevant departments to mitigate potential risks.
- Oversee litigation matters, including reviewing ongoing cases, advising management on legal strategies, and ensuring timely resolution of disputes.
- Monitor and evaluate the performance of external legal service providers, ensuring adherence to agreed service levels.
- Lead the structuring, negotiation, and drafting of legal agreements, including contracts related to financial transactions, partnerships, and new products.
- Ensure all contractual obligations are legally sound, minimizing exposure to risks and liabilities.
- Work with Relationship Managers to review security documentation and advise on the bank's asset recovery strategies.
- Convene and facilitate Board meetings, Annual General Meetings (AGMs), and other statutory meetings, ensuring proper documentation and compliance with governance protocols.
- Ensure timely distribution of dividend cheques and bonus certificates to shareholders.
- Maintain corporate records and ensure regulatory filings are completed accurately and on time.
- Manage external counsel engagements, ensuring optimal selection and cost-effective legal representation.
- Oversee contractual relationships with service providers such as lawyers, auctioneers, and valuers, conducting regular performance reviews.

- Ensure all agreements with correspondent banks and financial institutions are legally compliant and properly documented.
- Review and advise management on the legal implications of internal policies and procedures.
- Collaborate with department heads to draft policies that comply with statutory and regulatory requirements.
- Provide legal insights on emerging laws, cases, and regulations, ensuring proactive compliance.
- Lead and develop the legal team, ensuring continuous professional growth through training, mentorship, and performance management.
- Establish a high-performance culture within the legal department, fostering collaboration and innovation.
- Ensure alignment of the legal team's objectives with the bank's overall strategic goals.

Required Competencies

- A Bachelor's degree in law – LLB from a recognized University
- Post graduate Diploma in Legal Practice and advocate of the High Court of Uganda.
- 7+ year's post-qualification experience in corporate banking and commercial law 5+ of which should be at a senior level.
- Demonstrated experience in litigation, Conveyancing, and legal research.
- Good understanding of the financial services sector and commercial law.
- Good knowledge and experience in managing company legal matters.
- Familiarity with current regulatory environment.
- Strategic enablement skills.
- Solution-focused, flexible thinker with a strong "can do" attitude.
- Able to influence, negotiate and engage diversity.
- Strong networking and stakeholder engagement skills.
- Sound judgement and decision-making skills.
- Highly analytical and attentive to detail combined with an ability to think laterally and holistically.

Applications:

Suitably qualified candidates should address their application to Human Resource & Administration Manager, Yako Bank, Forest Mall Lugogo, Kampala, Uganda, and email it to hr@yakobank.com as well as photocopies of academic qualifications, and a CV. The CV should include telephone contacts and email addresses of three referees, one of who should be the most recent employer.

Closing date for submission of the applications is **December 14, 2025**. *Only shortlisted candidates will be contacted.*

Please note that in line with the Bank procedures, no job offers are made online.