



Vacancy Announcement

The Central Bank of Liberia (CBL) invites applications from competent and experienced individuals for the below listed position in its Legal Department.

1. Chief Legal Counsel (1 Position)

Background

To contribute to the attainment of the Legal Department's goals as outlined in the CBL Strategic Plan. To work as Head of the Legal Team in providing professional services: legal advisory services, legal drafting and review, legal representation and other legal services as well as ensuring compliance with CBL policies and applicable labor laws of Liberia.

Summary of Duties and Responsibilities:

-Legal Advisory Services: This entails advising the CBL and all its departments/units as well as governors, executives, managers, staff and employees concerning all aspects of the CBLs' operations and the legal requirements related thereto.

-Legal Drafting and Review: This covers drafting and/or review of all agreements of any kind (including service agreements, employment agreements, leases, loan agreements, mortgages and other security agreements, memoranda of understanding, etc) to which the CBL is a party; any and all internal and external communications with legal implications or risks; all directives and regulations issued or to be issued by the CBL in the exercise of its statutory duties; proposed legislation(s), and any other material documentation.

-Legal Representation: This entails legal representation extend to and include representing the CBL before all Liberian courts including the Supreme Court of Liberia, administrative agencies and other bodies and commissions of Government, arbitral bodies and tribunals, and in meetings with bilateral and multilateral partners of the CBL.

-Other Legal Services: The other legal services include conduct of due diligence and other discrete investigations as well as legal services and support generally provided and expected to be provided by legal counsel to a client as inherent and/or incidental to the attorney-client relationship.

Qualification:

- Masters level or equivalent
- Must be a Counsellor-at-law

Experience:

- At least six (6) years' relevant experience in a corporate environment or a related position/setting
- Must be a Counsellor-at law of the Supreme Court Bar

Core Technical Skills

- Advanced knowledge in Microsoft, Word, and Power Point
 - Legal writing and research skills
 - Courtroom experience
- Ability to communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public;
- Presentation and organizational skills
- Must be a Team Player

Application Requirements:

Only electronic applications will be considered. Cover letter and resume/CVs should be addressed to the Director of Human Resource Management Department, Central Bank of Liberia and sent to cbljobs@cbl.org.lr. Applicants must attach copies of relevant academic credentials. The deadline for all applications is Monday, April 7, 2025, no later than **5:00 p.m.** Only short-listed candidates will be contacted.