

## Job Description

POSITION DETAILS			
Functional Designation	Zonal Legal Manager	Department	Legal
Sub Department	Branch Legal	HR Grade	Associate Vice President
Location	Corporate Office	Reporting Manager	National Legal Manager
Job Purpose			
<p>The Associate Vice President - Zonal Legal Manager plays a crucial role in managing legal and compliance matters within a specific geographical area, ensuring the NBFC operates within the boundaries of the law and maintains a strong legal posture. This position requires strong legal knowledge, leadership skills, and a deep understanding of regional and national legal requirements in the financial sector.</p>			
Principal Accountabilities			
<ol style="list-style-type: none"><li>1. Legal Strategy: Develop and implement legal strategies and policies for the designated zone in line with the NBFC's overall objectives.</li><li>2. Compliance Oversight: Ensure that all business activities within the zone comply with applicable laws, regulations, and company policies.</li><li>3. Contract Management: Review, draft, and negotiate contracts, agreements, and legal documents, ensuring they protect the interests of the company.</li><li>4. Legal Risk Assessment: Assess legal risks and provide recommendations for mitigating those risks, including compliance with financial regulations, data protection, and consumer protection laws.</li><li>5. Dispute Resolution: Manage and oversee legal disputes, litigation, and arbitration proceedings, and collaborate with external legal counsel when necessary.</li><li>6. Legal Documentation: Maintain legal documentation, records, and filings, and ensure they are up-to-date and well-organized.</li><li>7. Regulatory Liaison: Serve as the point of contact for regulatory authorities and manage regulatory examinations, inquiries, and inspections within the zone.</li><li>8. Employee Training: Provide legal and compliance training to employees within the zone to ensure awareness and adherence to laws and company policies.</li><li>9. Policy Development: Contribute to the development and updating of company-wide legal and compliance policies, tailoring them to regional needs when necessary.</li><li>10. Monitoring and Reporting: Monitor changes in laws and regulations affecting the NBFC and provide regular</li></ol>			

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reports to senior management on legal and compliance matters within the zone.

11. Risk Management: Collaborate with risk management teams to assess legal and compliance risks and develop strategies to mitigate those risks.

12. Ethical Standards: Promote and enforce ethical standards and governance practices within the zone.

13. Data Protection: Ensure compliance with data protection and privacy laws in the processing of customer information and sensitive data.

14. Budget Management: Manage the budget allocated for legal and compliance operations within the zone efficiently.

15. Market Research: Stay informed about legal developments, industry trends, and regulatory changes that may impact the business within the zone.

### Desired Profile

A bachelor's degree in law (LLB) is a fundamental requirement for this position.

Registration with the local bar council is typically mandatory to practice law.

Several years of relevant legal experience, preferably in the financial sector, working with NBFCs, banks, or financial institutions.

Proven experience in leading and managing legal teams and overseeing legal operations within a specific zone or region.