

VACANCY

The Infrastructure and Development Bank of Zimbabwe (“the IDBZ/the Bank”) is a national Development Finance Institution (DFI) that supports infrastructure and development across all sectors of the economy. Its infrastructure focus is on Water and Sanitation, Housing, Irrigation Infrastructure, Transport and Energy. As part of its developmental mandate, the Bank offers financial & technical assistance to undertakings of all enterprises in furtherance of the National Development Agenda. As such, the Bank promotes the infrastructure value chain, agri-businesses, tourism, health & education, mining, export-oriented businesses, metals production, and the manufacturing sector. The Bank's purpose is to uplift the livelihoods of all Zimbabweans through development financing.

In order to effectively execute its mandate, the Bank seeks to recruit the following personnel:

MANAGER LEGAL SERVICES DIVISION

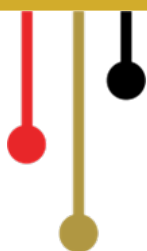
This position reports to Director Legal and Bank Secretariat

JOB PURPOSE AND RESPONSIBILITIES

The job exists to manage and provide legal services to the Bank and its clients

The job includes the following specific responsibilities:

- Provides legal advice and opinions on all legal matters affecting the Bank operations
- Participates in contract negotiations, drafting and reviews
- Ensures that the Bank's activities and operations are consistent with the constitutive documents and other legal instruments of the Bank, its policies, the norms and principles of international and commercial law and the best practices of International Development Finance Banking
- Conducts Legal due diligence on proposed transactions
- Participates in project appraisals and reviews project concept notes, project appraisal reports and assist in preparing projects to bankability



- Provides legal support for the implementation and monitoring of projects/transactions post-financial close
- Reviews policies and procedures for the Bank to ensure compliance
- Conducts legislation reviews to ensure relevance with modern trends and business needs of the Bank
- Represent the Bank in legal and quasi –legal fora
- Assists in the drafting of contracts on behalf of the Bank
- Be a source of advice to the Bank on all legal matters to do with Public Procurement, Public Private Partnerships (PPPs) and other forms of Joint Ventures.

Interested applicants should possess the following:

- Post Graduate Degree or equivalent professional qualification in the field of Law,
- A registered Legal Practitioner & member of the Law Society of Zimbabwe,
- At least 10 years post qualification experience including working in a Development Finance environment will be an added advantage.
- Mature, confident, and good networker with experience in building and nurturing relationships with key stakeholders.
- Strong teamwork, communication, negotiation and presentation skills.
- Excellent analytical skills.

Interested applicants should submit their applications together with a detailed Curriculum Vitae by no later than **FRIDAY, 30 May 2025**. ***Disabled persons and female candidates are encouraged to apply.***

To be considered, interested candidates are requested to forward their applications via email to hr@idbz.co.zw. All applications should be addressed to:

Director - Corporate Services and Human Resources

IDBZ House

99 Gamal Abdel Nasser Road

Harare.