



**Da Afghanistan Bank**  
**General Counsel Office**

**Job announcement**

**Post title:** General Counsel  
**Organization:** General Counsel Office, Da Afghanistan Bank (DAB)  
**Location:** Kabul  
**Duration:** Permanent (three months probationary period)  
**No of Post:** One  
**Sex:** Male / Female  
**Nationality:** Afghan  
**Salary:** According to DAB Salary Scale  
**Closing Date:** 17, June, 2009

**Duties and Responsibilities:**

- Reports to the Governor of DAB on all legal matters
- Responds to the First and Second Deputy Governors, and their Department Heads, on legal matters
- Advises the Supreme Council and the Executive Board on legal matters
- Manages the agenda preparation for Supreme Council meetings and reports on how and when DAB departments respond to directives
- Coordinates all legislative and other legal matters involving the Ministry of Justice
- Manages all DAB related litigation
- In consultation with the Governor maintains a list of qualified outside counsel and law firms, and manages all assigned work
- Interviews and recommends employment of Lawyers for the department

- Manages the work of the department including:
  - response and update on legal matters
  - drafting amendments or laws related to DAB's mandate
  - comments on other laws as required
  - drafting and/or reviewing legal opinions
  - legal research
  - drafting contracts and bank regulations
  - reviewing bylaws, articles of association, powers of attorney and any other legal documents related to DAB's work, or the license or financial supervision of financial institutions subject to DAB's authority.

### **Qualifications Required:**

- LLM degree from a recognized college or university
- At least 5 to 7 years experience representing law clients or working as senior counsel in a company or institution
- Computer Skills : Ms. Office
- An innovator and team player with strong leadership skills
- Efficient communication skills, both written and spoken in Pashto, Dari and English
- Demonstrated ability to meet deadlines and work under pressure.

### **Submission Guidelines:**

Send electronic CV and cover letter to: DAB Human Resource Department on the following email address; [dab.jobs@centralbank.gov.af](mailto:dab.jobs@centralbank.gov.af)

Note: DAB is an equal opportunity employer that offers competitive benefits and salary.