

VACANCY FOR:

LEGAL & COMPLIANCE MANAGER

POSITION: Legal & Compliance Manager

DIRECT REPORT TO: Head, Climate Infrastructure / CEO

ENGAGEMENT PERIOD: 12 months (Renewable)



MARKET CONTEXT

Nigeria currently has an estimated population of 220 million and the United Nations estimates that by 2050, Nigeria would have reached a 400 million populace and added 189 million urban dwellers which translate into an annual housing requirement over the coming decades of at least 900,000 units to keep up with growing housing demand and urban migration. Based on current forecast construction, Nigeria's overall accumulated housing deficit is about 28 million units, as of 2024. The estimated annual cost to bridge the housing gap is about \$6.25 billion (NGN10 trillion). Appropriately structured financing mechanisms are therefore required to make home financing more affordable and accessible to homebuyers, at a greater scale, providing access to housing but also solving the challenge of offtake for property developers.

Despite the housing deficit which creates a significant opportunity for developer financing in Nigeria, the market is constrained by offtake risk inherent in housing infrastructure projects occasioned by an absence of

an effective mortgage solution that provides prospective homebuyers access to affordable home loan products. This situation has continued to weaken developers' ability to access sustainable funding and scale their construction activities.



PROBLEM STATEMENT

As part of its strategic development initiatives, InfraCredit, with the support of development partners, established the Green Resilient Housing Enhancement Facility (GRHEF or “the Facility”), a project preparation facility designed to address persistent challenges that limit access to long-term domestic institutional capital for housing delivery in Nigeria. Despite a growing pipeline of climate-resilient housing projects, many developments continue to face delays in reaching financial close due to critical gaps in project preparation—particularly in technical, environmental, financial, and legal readiness. These challenges often extend transaction timelines, increase development costs, and undermine overall project bankability.

To bridge these gaps, GRHEF provides early-stage project preparation support and technical assistance to housing developers. Through its Project Development Facility (PDF), GRHEF supports project sponsors in conducting feasibility studies, integrating climate-resilient design, and improving project documentation and investment readiness in line with InfraCredit’s eligibility criteria. In assessing housing developers and their respective projects, InfraCredit conducts comprehensive Technical and Commercial Due Diligence (TCDD), alongside financial, legal, and environmental and social (E&S) assessments. The TCDD process involves engaging an external consulting firm comprising qualified housing professionals across architecture, quantity surveying, structural and civil engineering, environmental and geotechnical assessment, and mechanical and electrical systems. These experts evaluate, validate, and provide recommendations on the technical soundness and compliance of proposed projects with international green building standards (such as IFC’s EDGE) and relevant local building laws and codes.

The consulting team’s work typically spans various construction stages and disciplines, including (but not limited to) environmental and geotechnical assessments, land and topographical surveys, civil and structural engineering, mechanical and electrical systems, architecture, urban design, quantity surveying, construction management, real estate, and property and facility management. The independent assessments and recommendations produced by the due diligence consultant are submitted to InfraCredit for review and alignment with its housing programme criteria.

To ensure seamless project execution, strong contractual governance, and effective compliance management throughout the TCDD process, InfraCredit seeks to engage the services of a Legal & Compliance Manager. This role will provide support across contractual administration, compliance monitoring, and documentation management for GRHEF-supported projects. The Legal & Compliance Manager will work closely with the transaction team, including Transactors, Transaction Legal, and Transaction E&S, to support project preparation, consultant engagement, TCDD processes, credit approval, and post-financial close monitoring, ensuring all documentation and compliance requirements are efficiently managed.



SCOPE OF WORK

The Legal & Compliance Manager’s responsibilities shall include, but not be limited to, the following:

A. Contractual Administration & Documentation Management

- Support the preparation, review, and administration of contracts, engagement letters, and agreements with developers, consultants, and partners.
- Maintain a centralized repository of all project-related legal and contractual documents.
- Track contractual obligations, deliverables, and timelines across all GRHEF projects.
- Ensure completeness, accuracy, and proper filing of all project documentation.
- Support coordination of contract execution, renewals, and amendments.

B. Compliance & Regulatory Coordination

- Monitor compliance with InfraCredit policies, regulatory requirements, and development partner guidelines. Support implementation of internal compliance checklists and controls across projects.
- Track compliance status for all projects and flag gaps, risks, or non-compliance issues.
- Ensure proper documentation and audit trails for all project-related activities.
- Coordinate responses to internal and external audits and compliance reviews.

C. Documentation Control & Information Management

- Develop and maintain structured document management systems for all GRHEF projects.
- Ensure version control, proper filing, and easy retrieval of all project documents.
- Standardize documentation templates, naming conventions, and filing protocols.
- Support preparation and compilation of complete project documentation packs for internal and external use.
- Ensure confidentiality and secure handling of sensitive project information.

D. Due Diligence & Transaction Support

- Support documentation and coordination of TCDD processes across technical, legal, and E&S workstreams.
- Ensure all due diligence documentation is complete, organized, and accessible for review.
- Track progress of consultants and ensure timely submission of deliverables in line with contractual obligations.
- Assist in preparation and organization of transaction documentation, including credit approval packs.
- Coordinate communication between internal teams and external consultants to ensure alignment and efficiency.

E. Additional Responsibilities

- Document lessons learned from project operations, compliance, and documentation processes.

- Support development of standard templates, checklists, and operational tools.
- Contribute to knowledge management and e-learning materials for GRHEF.
- Provide support for investor and donor reporting requirements (from a documentation and compliance perspective).
- Assist in improving operational efficiency, workflows, and document management systems.



DELIVERABLES

The Legal & Compliance Manager shall be responsible for providing the following key deliverables:

1. Contractual Administration & Documentation Deliverables

- Executed Contracts and Agreements Repository, maintained and updated regularly.
- Contract Tracking Logs, detailing obligations, timelines, and deliverables.
- Complete and Verified Project Documentation Packs for each project.
- Document Control System ensuring proper versioning, accessibility, and audit readiness.

2. Compliance & Regulatory Deliverables

- Compliance Checklists and Monitoring Reports for all projects.
- Audit-Ready Documentation and Compliance Records.
- Compliance Gap Analysis Reports with recommended corrective actions.
- Periodic Compliance Status Updates across the project portfolio.

3. Documentation Control & Information Management Deliverables

- Standardized Templates and Filing Protocols for all project documentation.
- Document Indexes and Registers for easy tracking and retrieval.
- Secure and Confidential Information Management Framework.

4. Due Diligence & Transaction Support Deliverables
 - Organized TCDD Documentation Packs for each project.
 - Consultant Deliverables Tracking Reports aligned with contractual timelines.
 - Inputs into Transaction Documentation (e.g., credit approval packs).
 - Coordination Logs and Communication Records across stakeholders.

5. Strategic Operations & Value-Add Deliverables
 - Standard Operating Procedures (SOPs), templates, and compliance checklists.
 - Process Improvement Notes to enhance documentation and compliance efficiency.
 - Knowledge Products and E-learning Materials for GRHEF operations.
 - Documentation inputs for investor and donor reporting.

6. End-of-Year / Contract Completion Deliverables
 - Annual Operations and Compliance Report across all projects.
 - Lessons Learned and Process Improvement Report.
 - Updated Documentation and Compliance Database.
 - Recommendations for strengthening contractual and compliance processes.



EXPECTED OUTCOMES/ RESULTS

The work stream is expected to deliver the following outcomes:

1. Improved Contractual and Documentation Management: Well-structured, complete, and accessible project documentation across all GRHEF projects.
2. Enhanced Compliance and Governance: Strong adherence to regulatory, legal, and internal compliance requirements.
3. Improved Project Coordination and Efficiency: Streamlined processes and better coordination across internal teams and external consultants.
4. Improved Investment Readiness: Complete and well-organized documentation supporting faster transaction processing and approvals.

5. Reduced Operational and Compliance Risks: Early identification and mitigation of contractual, documentation, and compliance risks.
6. Enhanced Due Diligence Processes: Efficient coordination and management of TCDD activities.
7. Data-Driven Operational Decision-Making: Availability of tracking tools, logs, and reports for effective management.
8. Ecosystem Strengthening: Improved operational standards and compliance practices across developers and partners.
9. Documented Lessons Learned: Captured insights to improve future project operations and compliance processes.
10. Capacity Building and Knowledge Development: Development of tools, templates, and training materials to strengthen GRHEF operations.



QUALIFICATIONS AND EDUCATION REQUIREMENTS

Candidates for the role should meet the following requirements:

- Bachelor's degree in law.
- Relevant professional certifications in legal, compliance, or governance are desirable.
- 3–5 years of relevant experience in legal support, compliance, contract management, or project operations roles.
- Demonstrated experience in contractual administration, documentation management, and compliance monitoring.
- Strong understanding of regulatory compliance frameworks and documentation standards.
- Experience supporting due diligence processes or transaction execution is an advantage.
- Strong organizational and document management skills with attention to detail.
- Proficiency in Microsoft Office tools and document management systems.



QUALIFICATIONS AND EDUCATION REQUIREMENTS

The performance of the Legal & Compliance Manager will be measured against the following key indicators to ensure alignment with InfraCredit's objectives under the Green Resilient Housing Enhancement Facility performance of the Project Operations Associate will be measured against the following key indicators to ensure alignment with InfraCredit's objectives under the Green Resilient Housing Enhancement Facility:

1. Contractual Administration & Documentation Performance
 - Completeness and accuracy of project documentation across all projects.
 - Timeliness of contract preparation, execution, and tracking.
 - Accessibility, organization, and version control of documentation repositories.
 - Reduction in documentation gaps and errors.

2. Compliance & Governance
 - Percentage of projects compliant with regulatory and internal requirements.
 - Timeliness and quality of compliance monitoring reports.
 - Reduction in compliance gaps and audit findings.
 - Effectiveness in tracking and resolving compliance issues.

3. Documentation Control & Information Management
 - Effectiveness of document management systems and retrieval processes.
 - Adoption of standardized templates and documentation protocols.
 - Security and confidentiality of project information.
 - Reduction in document duplication and version inconsistencies.

4. Operational Efficiency
 - Timeliness and quality of TCDD documentation coordination.
 - Efficiency in tracking consultant deliverables and contractual obligations.
 - Reduction in process bottlenecks and delays.
 - Effectiveness of communication and coordination across teams.

5. Strategic Contributions

- Number of SOPs, templates, and compliance tools developed and adopted.
- Improvements in documentation workflows and compliance systems.
- Quality of recommendations to enhance operational efficiency.
- Contribution to strengthening GRHEF governance frameworks.

6. Capacity Building and Knowledge Sharing

- Development of knowledge products and operational tools.
- Participation in internal training and knowledge-sharing initiatives.
- Documentation of lessons learned and best practices.
- Contribution to e-learning modules and process standardization.



COMPENSATION

Negotiable and Competitive.



WWW.INFRACREDIT.NG