

APPLICATION CLOSING DATE: FRIDAY, 14th August 2026

JOIN OUR TEAM AT FAMILY HOMES FUNDS LIMITED

Family Homes Funds Limited (FHFL) is a dedicated housing finance institution committed to addressing Nigeria's housing deficit through a portfolio of innovative and targeted funding interventions for the entire population.

FHFL strategically deploys capital across the housing value chain to expand access to quality, affordable housing, stimulate economic opportunities through housing-led job creation, and promote inclusive, sustainable development within Nigeria's broader housing ecosystem.

To deliver on its goals, FHFL is recruiting a competent and experienced individual to join our team.

Legal Officer The Legal Officer is responsible for executing day-to-day legal operations, ensuring robust contract management, and supporting corporate governance protocols. This role drafts and reviews commercial agreements, handles regulatory compliance matters, manages external litigation files, and acts as a key operational anchor for the Company Secretariat. Key Responsibilities: Company Secretariat & Governance Support - Assist the Company Secretary in preparing agendas, assembling board packs, and verifying documentation for Board and Committee meetings. - Attend designated internal or subsidiary management committee meetings to take minutes and draft formal resolutions - Track the implementation of action points and directives arising from Board and management meetings. Contract Management and Drafting - Draft, review, and negotiate standard and semi-complex commercial contracts, lease agreements, nondisclosure agreements (NDAs), and service level agreements (SLAs). - Review developer project documents and joint venture proposals to identify legal risks and ensure alignment with institutional templates. - Standardize internal contract templates across departments to accelerate business operations. Regulatory Compliance and Perfection Titles - Coordinate the perfection of titles, registration of charges, and documentation of land assets across various state registries. - Draft and file statutory returns with corporate regulators (e.g., Corporate Affairs Commission) within specified timelines. - Evaluate internal departmental operations against local statutory codes to prevent compliance breaches.	Litigation Management and External Counsel Oversight - Maintain the institutional litigation register, tracking updates, hearing dates, and outcomes for all active matters. - Collate case materials, evidence, and briefs required by external counsels representing the organization. - Conduct initial reviews of external counsel billings and fee notes against agreed engagement terms. Key Competencies - Strong proficiency in drafting precise, legally binding commercial agreements and corporate documents. - Practical knowledge of Nigerian corporate law, real estate law, and the operational procedures of land registries and regulatory bodies. - Excellent skill in summarizing complex corporate discussions into concise, professional minutes. - Ability to resolve contractual deadlocks and minor external disputes constructively. Requirements: - Bachelor of Laws (LLB) and Call to the Bar (BL) are mandatory. 7–9 years of progressive post-call experience in a top-tier commercial law firm or an in-house legal department within financial services or real estate. - Professional membership in the Nigerian Bar Association (NBA). Progress toward ICSAN certification is a distinct advantage.
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WHAT SUCCESS LOOKS LIKE

- Protect FHFL's legal and regulatory interests by ensuring all contracts, corporate actions, and legal documentation are accurate, compliant, and aligned with applicable laws and the Company's strategic objectives.
- Strengthen FHFL's governance and operational effectiveness by providing timely legal support, maintaining robust corporate governance processes, and ensuring statutory obligations are met without exceptions.
- Minimize legal and compliance risks by proactively identifying legal exposures, effectively managing litigation and external counsel, and ensuring the timely perfection of titles and regulatory filings.