



North American Development Bank

Job Description

Position Title	Associate Legal Counsel for Mexico
Reports To:	Associate General Counsel for Mexico
Eligible to Work Remotely: (Yes/No/Hybrid)	Hybrid

About NADBank

The North American Development Bank is a binational financial institution established by the governments of the United States and Mexico to finance environmental infrastructure projects along the U.S.-Mexico border region. NADBank provides technical assistance, financing and other support to advance projects that help improve the quality for residents of both countries.

Job Summary

The Associate Legal Counsel for Mexico (ALCM) will primarily assist with legal matters related to NADBank's Mexico operations, including its subsidiary COFIDAN, as determined by the General Counsel. The ALCM is expected to work under the supervision and direction of the Associate General Counsel for Mexico (AGCM). The position is intended to be assigned to NADBank's Mexico office. Routine presence required at both the NADBank's Ciudad Juarez, Chihuahua office and its headquarters in San Antonio, Texas.

Essential Duties and Responsibilities

- Assist with legal analysis and research for matters related to the Mexican operations of NADBank, including its subsidiary COFIDAN.
- Review and interpret complex regulations that may apply to the NADBank's projects.
- Assist with the preparation and review of loan agreements, security documents, guarantees, and related financing documentation for public sector and private lending transactions in Mexico under the direction of the AGCM.
- Assist with legal due diligence on borrowers, projects, and collateral, including review of Mexican federal, state, and municipal legal frameworks.
- Provide support on matters involving Mexican public finance law, public procurement requirements, and regulatory matters affecting project eligibility and execution.
- Assist in coordinating with external Mexican counsel on transaction structuring, legal opinions, and local law compliance as directed by the AGCM.
- Assist with research and document review related to project finance transactions, including concession agreements, permits, and intergovernmental arrangements.

- Assist with contract management and amendments for existing loan portfolio matters.
- Monitor legal and regulatory developments in Mexico relevant to NADBank's operations and lending activities.
- Assist in preparing internal legal memoranda, board materials, and transaction summaries as directed.
- Support other legal matters related specifically to the operations of NADBank's Ciudad Juarez office, such as employment law issues and tax exemptions.
- Assist with the preparation, maintenance and tracking of powers of attorney in Mexico that are required for NADBank and COFIDAN representation.
- Perform other related task as assigned by NADBank's AGCM, Deputy General Counsel or General Counsel.

Qualifications

- Law degree (Licenciatura en Derecho) from an accredited Mexican institution; LL.M. or equivalent graduate legal degree preferred.
- Licensed to practice law in Mexico.
- 2–4 years of experience in project finance, banking law, or public sector transactions at a law firm or financial institution.
- Strong knowledge of Mexican public finance law, federal and state lending frameworks, and secured transactions.
- Fluency in English and Spanish (written and spoken) required.
- Strong drafting, negotiation, and analytical skills.
- Ability to manage multiple transactions and work effectively in a bilingual, binational environment.
- Familiarity with environmental infrastructure projects (water, wastewater, solid waste, clean energy).
- Experience with multilateral or development finance institutions is desired.
- Exposure to International law concepts is desired.
- Exposure to U.S. legal concepts or cross-border transactions is desired.

Knowledge, Skills, and Abilities

- Excellent written, interpersonal, and oral communication skills
- Excellent judgment and propriety with regard to information management and confidentiality
- Problem solving ability with the capacity to clearly articulate solutions

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| <ul style="list-style-type: none">• Project management skills, with ability to self-manage and work independently• High attention to detail• Ability to work under pressure• Ability to analyze situations and make sound decisions• Demonstrate a high degree of professional ethics and integrity• Proficient in Microsoft Office |
| Compensation & Benefits |
| Competitive salary commensurate with experience. NADBank offers a comprehensive benefits package including health insurance, retirement contributions, and professional development opportunities. |

The North American Development Bank is committed to providing equal opportunities in employment and promotional opportunities that embraces diversity based on race, color, gender, religion, age, sexual orientation, gender identity or expression, disability, social status, political affiliation, or nationality subject to any Bank member country.