

Job Title	Management Trainee – Legal Services
Directorate	Personal Data Protection Office
Department	Licensing and Legal Affairs
Reporting to	Legal Services Officer
Salary Grade	N7
Job Purpose	
To support in provision of regulatory activities including licensing and legal services related to the Data Protection and Privacy Act, 2019 and other relevant Laws in force.	
Key Accountabilities	
<ul style="list-style-type: none"> a) Participate in stakeholder engagements on awareness and sensitization of the Data Protection and Privacy Act, 2019. b) Support in Implementation of processes on maintenance, publication and update of the Data Protection Register. c) Review and draft contracts and agreements in compliance with all statutory or legal requirement d) Review publications by the Office and ensure they reflect the correct position of the law. e) Support in the development of Guidance/Notices on key areas under the Data Protection and Privacy Act. f) Provide corporate secretarial services on behalf of the Office. g) Support in provision of legal advice to staff of the Office and external stakeholders h) Liaison and collaboration with all relevant government ministries and departments, such as DPP, AG, Uganda Police with respect to legal and regulatory matters. i) Perform any other duties, which may be assigned from time to time. 	
Qualifications and Experience	
Education	
<ul style="list-style-type: none"> a) A Bachelor's degree in Law (Hons.) from a recognized university is required. b) Training in Data Protection and Privacy is an added advantage. 	
Experience	
<ul style="list-style-type: none"> a) A minimum of one (1) years' experience in provision of legal advice with a reputable organisation or law firm is a requirement b) One (1) years' experience in sensitizing masses about various laws with a reputable organization or law firm is an added advantage. 	
Technical Expertise	
<ul style="list-style-type: none"> a) Good analytical skills; b) Knowledge of Data Protection and Privacy laws ; c) Ability to produce results with minimal supervision and handle multiple tasks simultaneously; d) Soft skills like presentation, and listening skills; e) Excellent oral and written communication skills. 	
Nature and Scope	
<ul style="list-style-type: none"> a) Able to prioritize and co-ordinate work streams/projects to drive delivery of the overall programme objectives and goals b) A resilient team player with a 'can do' attitude, who is willing to take responsibility leading and working with others to create breakthrough solutions to complex problems 	

