

<b>Job Title</b>	<b>MANAGER LEGAL SERVICES</b>
<b>Directorate</b>	<b>REGULATION AND LEGAL SERVICES</b>
<b>Department</b>	<b>LEGAL SERVICES</b>
<b>Reporting to</b>	<b>DIRECTOR REGULATION AND LEGAL SERVICES</b>
<b>Salary Grade</b>	<b>N3</b>
<b>Jobs that report to this role</b>	<ul style="list-style-type: none"> <li>i. Legal Officers</li> <li>ii. Legal Clerk</li> <li>iii. Board Affairs Officer</li> </ul>
<b>Job Purpose</b>	
Manage the Legal Affairs of the Authority in line with the National Information Technology Authority Act – Uganda (NITA-U) Act and other relevant Laws in force.	
<b>Key Accountabilities</b>	
<ul style="list-style-type: none"> <li>a) Provide legal advice to the Authority’s directorates/departments on the legal procedures to follow in line with the relevant statutes and laws in force;</li> <li>b) Provide corporate secretarial services and administrative support to the operations of the Authority’s Board of Directors and Management as and when required;</li> <li>c) Provide guidance on the formulation of policies and procedures covering all legal matters in accordance with the relevant laws;</li> <li>d) Support the Authority to comply with laws, regulations, standards, procedures and best practices in accordance with the relevant laws in force;</li> <li>e) Receive and disseminate information and services of all legal documents and prepare responses in accordance with the NITA-U Act and other relevant laws;</li> <li>f) Respond to client’s inquiries, claims and complaints and render legal advice to them in accordance with the laws in force in Uganda;</li> <li>g) Participate in contract negotiations and provide legal advice with respect to contractual rights and obligations for services to be received or rendered by the Authority;</li> <li>h) Undertaking legal due diligence as and when required;</li> <li>i) Review contracts, Memoranda and other legal documentation and monitor their implementation in line with the Organisation’s objectives and Government regulation;</li> <li>j) Develop and maintain an effective filing system for the Authority’s Contracts;</li> <li>k) Develop and put in place tools to support the management of the Authority’s legal risks;</li> <li>l) Manage the legal liability of the Authority within the established thresholds, and ensure cases filed for or against the Authority are properly handled;</li> <li>m) Coordinate legal research relating to the mission and objectives of the Authority and recommend necessary reforms in line with the applicable laws;</li> <li>n) Ensure the registration of the Authority’s interest in property including registration and legal transfers such as: - business names, trademarks or logos registering land transfers, share transfers or any other property transfers arising from time to time;</li> <li>o) Liaise with all relevant government ministries and departments including Ministry of Justice and Constitutional Affairs, Solicitor General, Attorney General, the Directorate of Public Prosecution, Public Procurement and Disposal of Public Assets Authority, Uganda Police with respect to legal administration matters;</li> <li>p) Review and render legal opinions and briefs on all matters where legal advice is required;</li> </ul>	

- q) Supervise staff within the Department;
- r) Prepare annual Performance plans, Work Plans and Budget and monitor Performance;
- s) Perform any other duties, which may be assigned from time to time.

### **Position Requirements**

#### **Education (Level of Education and Qualifications)**

- a) Honours degree in Law with Post Graduate Diploma in Legal Practice.
- b) Valid practicing certificate is a requirement.
- c) Master's degree in Law (LLM) or in Information Technology Law, Business related fields including but not limited to Business Administration, Economics, and Marketing; Information and Communications Technology related fields, or other relevant discipline will be an added advantage.
- d) Management qualifications and Membership to relevant Professional Associations will be an added advantage.

#### **Experience**

- a) A minimum of 5 (Five) years' experience at Management level in a large organization.
- b) Demonstrated working experience in managing an organization/business unit with diverse professions.
- c) Demonstrated knowledge of Information Technology (IT) laws and practices.
- d) Proven experience in preparation and or management of high value contracts.

#### **Technical Expertise**

- a) Excellent analytical, research and organisational skills.
- b) Ability to lead, work as part of a team and to develop subordinates.
- c) Must be able to work under pressure and tight deadlines.
- d) Excellent interpersonal, particularly staff/management relations, oral and written communication skills.
- e) Strategic thinking and ability to work and produce accurate results in a dynamic environment with multiple and challenging tasks.
- f) Assertive, results oriented with proven integrity and confidentiality in executing duties.
- g) Well-developed communication and presentation skills.