



## EXTERNAL JOB ADVERTISEMENT

The National Forestry Authority (NFA) is a Government agency established under the National Forestry and Tree Planting Act, 2003 as a corporate body responsible for sustainable development and management of Central Forest Reserves (CFRs) and provision of technical support to stakeholders in the forestry sub-sector. NFA's vision is "A sufficiently forested, ecologically stable and economically prosperous Uganda", while its Mission is "To manage Central Forest Reserves on a sustainable basis and to supply high quality forestry-related products and services to Government, local communities and the private sector".

NFA seeks to recruit qualified Ugandans to fill the following position.

**POSITION:** LEGAL MANAGER (1 POSITION)  
**Reports to:** Executive Director  
**Duty Station:** Headquarters, Kampala  
**Salary Scale:** NFA 3  
**Terms of employment:** Three (3) years contract (Renewable)

**Job summary:** To provide legal advisory services, ensure effective management of legal and Contractual risks of NFA, ensure effective prosecution of forestry offenders and provide legal support to the Board of Directors and management.

### Duties and responsibilities

- Develop regulations, monitor their effectiveness and assess their impact on the operations of the Authority.
- Provide legal counsel to the Board and management as and when required and coordinate legal matters by liaising with the pertinent external bodies.
- Oversee legal processes, including court actions where necessary
- Lead and manage the Authority's relationships with external legal advisors.
- Prepare annual plans and budgets of the Legal Department in line with NFA business plan.
- Develop and oversee the systems that ensure the NFA complies with all applicable codes as well as its legal and statutory requirements.
- Prepare progress and quarterly reports to the Executive Director.
- Ensure effective enforcement and prosecution of offenders in the Courts of Law as per the laws of Uganda.
- Provide supervision support to the legal team through capacity building, coaching, mentoring and manage their performance.
- Perform any other duty as assigned by the immediate supervisor.

**Qualifications, work experience, abilities and personal attributes:**

- Bachelor of Laws (Honours) degree from a recognized University
- Post Graduate Diploma in Legal practice from Law Development Centre.
- Must have a valid practicing certificate and Enrolled as an Advocate of the High Court of Uganda.
- Professional or enrolment in Institute of Chattered Secretarial and Administrators qualification will be an added advantage.
- A minimum of five years post-enrollment experience as an advocate in a similar/related Organization, three of which must have been at a supervisory level in a reputable organization.
- Knowledge of legal and regulatory provisions.
- Decision making and leadership skills.
- Analytical communication skills.
- Risk management and legal acumen

**Criteria for application**

Interested candidates who meet the above requirements, should submit their applications, certified copies of academic certificates, transcripts and curriculum vitae giving full details of applicants' education, qualifications, experience (with evidence), present salary, three referees with their full postal address, e-mail and telephone contacts as well as the candidate's full address and e-mail to the address below not later than close of business on **20<sup>th</sup> September 2018**.

Only short listed candidates will be contacted. Any form of lobbying will lead to automatic disqualification.

**NFA is an equal opportunity employer.**

Applications should be addressed to:

**The Executive Director  
National Forestry Authority  
Plot10/20 Spring Road, Bugolobi  
P.O. Box 70863, Kampala-Uganda  
Tel: 0312 - 264035/6; 0414 -360400**