

NFA 
National Forestry Authority
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 positions.

POSITION: **LEGAL OFFICER (1 POSITION)**
Location: Headquarters Kampala
Supervisor: Legal Manager
Salary Scale: NFA 4

Job Summary: The legal officer performs tasks related to the provision of legal advisory services to the NFA. Also, the job involves legal sensitization for staff, local communities and NFA stakeholders.

Responsibilities and Tasks:

- Provide legal advice to management and staff on issues relating to the operations, procedures and policies of the organization.
- Draft and review contracts, agreements or any other legal instruments to which NFA is a party, for instance, contracts or sales agreements.
- Participate in developing a mechanism for the provision of legal cases and review the progress of outstanding litigation in liaison with external lawyers.
- Analyze and sanction criminal files before they are taken to court for prosecution in line with the Legal procedures of NFA.
- Prosecute offenders in Courts of Law as may be required by the Legal Department.
- Sensitize the public on the law relating to forestry in the country to ensure NFA's Mandate is achieved.
- Submit monthly and quarterly performance reports about the performance of the unit to the supervisor.
- Undertake legal research and provide legal opinions to NFA staff on matters relating to various laws of Uganda.
- Represent NFA in Civil and criminal cases in courts of law as assigned by the supervisor and ensure proper execution of such cases.

- Draft contracts and MOUs between NFA and its clients by ensuring that key contents in such contracts are emphasized.
- Perform any other duty as assigned by the immediate supervisor

Minimum Qualifications, experience and skills.

- Minimum of an Honours Degree in Law from a recognized University.
- Must have attained a post graduate Diploma in Legal Practice from Law Development Centre with a valid practicing certificate and an Advocate of the High Court of Uganda.
- A minimum of three years' experience practicing law in a reputable Firm or in a similar position in a reputable organization.
- Excellent ability to network with relevant judicial institutions and design and implement sensitization workshops for NFA staff and general public.

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 **30th April 2019**.

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

NFA is an equal opportunity employer and Women are encouraged to apply.

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**