



UGANDA RAILWAYS CORPORATION

JOB TITLE: SENIOR LEGAL OFFICER-BOARD AFFAIRS

SALARY SCALE: RG 4

REPORT TO: CORPORATION SECRETARY

JOB PURPOSE: The Senior Legal Officer Board Affairs will be responsible for providing Legal Services to The Corporation's Board and contribute to the efficient discharge of the Corporation's mandates

PRINCIPAL ACCOUNTABILITIES

S.NO	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
1.	Inputting into Strategic Planning, budgeting and review process	<ul style="list-style-type: none">▪ Participates in the compilation of information for business planning, budgeting and review process.▪ Understands the procurement process and provides input into departmental budgets, plans and reviews
2.	Facilitating Board operations	<ul style="list-style-type: none">• Provides secretarial services to the Board as delegated by the CS• Keeps record of all decisions and resolutions and draws members' attention as and when necessary.• Files statutory returns as may be provided in the Law.

S.NO	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
		<ul style="list-style-type: none"> • Follows up and ensures prompt and accurate record and payment on Board Members' remuneration and allowances, if any. • Oversees effective facilitation of Board Members' travel logistics while on The Corporation's duties. • Oversees accurate writing of Board Minutes • Edits Board minutes for correctness and accuracy • Actively participates in Board deliberations • Participates in bridging the gap between the Board and Management • Edits all Board Papers prepared by senior staff of URC as guided by the Corporation Secretary.
3.	Advising the Corporation on legal issues affecting its operations.	<ul style="list-style-type: none"> • Gives opinion in writing on any legal matter that affects the Corporation. • Drafts various legal documents and instruments that are pertinent to the Corporation • Provide legal support to different departments and handle legal and compliance matters in order to strengthen the corporate control on legal and statutory aspects of the Corporation • Participates in disciplinary hearing and advises on matters of employment.
4.	Supporting and facilitating contracts preparation	<ul style="list-style-type: none"> • Maintains an effective contract drafting and management system to ensure compliance with legal requirements. • Oversees drafting of contractual agreements. • Plays an advisory role during negotiations. • Drafts and regularly review contract templates for various Corporation's operations.
5.	Representing the Corporation in judicial and administrative matters.	<ul style="list-style-type: none"> • Represents the Corporation in legal matters courts of law and in other judicial, quasi-judicial or administrative bodies in respect of proceedings to which the Corporation is party or may be interested.

S.NO	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
		<ul style="list-style-type: none"> Ensures effective representation of the Corporation including drafting and review of court pleadings, preparation of witnesses and other obligations that may arise from time to time.
6.	Work closely with and follows-up with the office of the Solicitor General on all legal and constitutional matters	<ul style="list-style-type: none"> Reviews documents drawn by third parties that deal with URC Drafts legal documents and instruments.
7.	Advising the Corporation in staff employment and Labour Relations Matters.	<ul style="list-style-type: none"> Reviews and updates Corporation's instruments of employment, including Employment Contracts where applicable to ensure compliance with the Employment Act. Participates in all negotiations, meetings with staff Union and provides the necessary advice to CHRA and the Corporation
8.	Conducting searches, registration and filings.	<ul style="list-style-type: none"> Carries out searches, registration and filing as may be required at various government departments and agencies, local authorities or other relevant briefs. Carries out legal research as required by the Corporation from time to time Prepares search finding reports and presents to the relevant stakeholders. Conduct legal research, legal diligence and legal document translation
9	Carries out any other lawful assignment allocated by the immediate Supervisor.	<ul style="list-style-type: none"> The jobholder is cooperative and readily responds to any ad hoc tasks assigned to him/her.

QUALIFICATIONS/REQUIREMENTS

1. An honours degree in Law from a recognised University and a Post-Graduate Diploma in Legal Practice.
2. A Master's Degree in Law from a recognized University is an added advantage
3. .Must be a Registered Legal Practitioner and an Advocate of the High Court of Uganda.

4. Additional qualifications in Maritime Law and/or Chartered Institute of Secretaries and Administrators will be an added advantage.
5. .Experience in legal matters and exposure in Board affairs of large public or commercial organizations.
6. Should have relevant working experience of at least 5 years, of which 3 should be at Legal Officer level..
7. Should be familiar with Government machinery for establishing and administering Maritime Law and Transport regulations.
8. .Should be familiar with procedures of Bilateral Maritime Agreements
9. Should be above 30 years of Age.