



# UGANDA RAILWAYS CORPORATION

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>CORPORATION SECRETARY</b>
<b>GRADE:</b>	EXEC 2
<b>REPORTS TO:</b>	MANAGING DIRECTOR
<b>NUMBER OF VACANCIES:</b>	ONE (01)

**JOB PURPOSE:** To provide Legal and Administrative support to the Uganda Railway Corporation Board and Management and to interpret and domesticate any International Railways and Marine Laws and Statutes for Uganda and URC.

### PRINCIPAL ACCOUNTABILITIES

S/N	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
1.	Guiding the Corporation on matters of Corporate Governance	<ul style="list-style-type: none"><li>• Advises the Board and Management on best corporate governance practices.</li></ul>
2.	Facilitating Board operations	<ul style="list-style-type: none"><li>• Provides secretarial services to the Board</li><li>• Keeps record of all decisions and resolutions and draws members' attention as and when necessary.</li><li>• Files statutory returns as may be provided in the Company Law.</li><li>• Follows up and ensures prompt and accurate record and payment on Board Members' remuneration and allowances, if any.</li><li>• Oversees effective facilitation of Board Members' travel logistics while on The Corporation's duties.</li><li>• Oversees accurate writing of Board Minutes</li><li>• Edits Board minutes for correctness and accuracy</li><li>• Actively participates in Board deliberations</li><li>• Participates in bridging the gap between the Board and Management</li><li>• Edits all Board Papers prepared by senior staff of URC</li></ul>

<b>S/N</b>	<b>PRINCIPAL ACCOUNTABILITIES</b>	<b>DELIVERABLES</b>
3.	Strategic Planning, Budgeting and Review	<ul style="list-style-type: none"> <li>• Provides clear focus and direction into the role and function of the Corporation</li> <li>• Adopts and shares Corporation's Vision, Mission &amp; Values with the directorate's senior staff and oversees effective buy-in by Directorate's staff.</li> <li>• Co-ordinates the preparation of own Directorate's Operational Budgets, produces budget reports and presents to Management</li> </ul>
4.	Ensuring effective, well documented policies and procedures	<ul style="list-style-type: none"> <li>• Develops the policies, principles and processes that are well documented for the efficient operations of the corporate secretarial and Legal Advisory functions of URC</li> </ul>
5.	Providing Legal support to the Corporation	<ul style="list-style-type: none"> <li>• Provides advice and defense on legal matters affecting the operations of the Corporation</li> <li>• Keeps records of Legal transactions of the Corporation.</li> <li>• Ensures secure and safe custody of contracts, documents of title, leases, logbooks and securities and their indexing for easy reference and retrieval.</li> <li>• Advises on all commercial transactions, regulatory decisions and operational legal matters from the Directorates.</li> <li>• Advises the Board and Management as they make commercial and regulatory decisions.</li> <li>• Ensures that the Corporation's commercial, contractual and other legal interests are adequately protected.</li> <li>• Draws and puts in place appropriate legal contracts and instruments.</li> <li>• Ensures the Corporation is effectively represented in all disputes.</li> <li>• Provides professional guidance to URC on matters of land, movable and non-movable chattels, insurance, and employment.</li> </ul>
6.	Keeps custody of the Company Seal.	<ul style="list-style-type: none"> <li>• Ensures safe custody of Company Seal</li> </ul>
7.	Executes the Corporation's instruments.	<ul style="list-style-type: none"> <li>• Authenticates the Corporation's seal by signature</li> </ul>
8.	Interpreting and domesticating International laws and conventions	<ul style="list-style-type: none"> <li>• Gives advice on URC's compliance with obligations under international or local laws.</li> <li>• Facilitates the domestication of international Maritime law into Uganda Law</li> <li>• Ensures ratification of International Maritime Conventions and Agreements to which the Government of Uganda becomes a Signatory.</li> <li>• Provides legal services in Bilateral Maritime Services Agreements.</li> <li>• Advises the Government and URC on International Maritime and Railways Transport Laws.</li> </ul>

S/N	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
9.	Deputizes for the Managing Director whenever both the Managing Director and the Deputy Managing Director are absent or unavailable for any reason.	<ul style="list-style-type: none"> <li>• Peruses all internal and external documents directed to the Managing Director and to the Deputy Managing Director and takes the necessary decisions and actions that are required.</li> <li>• Remains freely available and accessible and ready to respond to demands from any higher authorities, the Board, the Directors, the Managers and the staff.</li> <li>• Ensures successful and faultless business performance in the absence of the Managing Director and the Deputy Managing Director.</li> <li>• Motivates all the Directors, the Senior Managers and the rest of the staff in the absence of the Managing Director and the Deputy Managing Director.</li> </ul>
10.	Human Resources Management	<ul style="list-style-type: none"> <li>• Advises management on manpower requirements, initiate and participate in the manpower development programs for the directorate.</li> <li>• Leads the Directorate staff in determining the Human Resources requirements and the necessary staff development programs such as training.</li> <li>• Proposes means of attracting, retention, motivating and developing inspectors.</li> <li>• Advises on appropriate caliber of staff that meets all the hiring standards.</li> <li>• Implements and promotes The Corporation's Performance Management Policy, principles and practices.</li> <li>• Quantifies the capability gaps in terms of skills and competencies and implement programs to close the capability gap</li> <li>• Ensure succession plans are in place for the Department</li> </ul>
	Safe Custody of Ownership instruments	<ul style="list-style-type: none"> <li>• Keeps all Title Documents of URC safely:</li> <li>• Land Titles</li> <li>• Vehicle Log books</li> <li>• Ownership documents for ships</li> <li>• Ownership documents for locomotives and rolling stock</li> </ul>
11.	Performs non-routine functions as directed by the Managing Director	<ul style="list-style-type: none"> <li>• The jobholder is readily available and is always flexible towards accepting to carry out adhoc duties as may be requested by the Managing Director or Deputy Managing Director from time to time.</li> </ul>

## QUALIFICATIONS/REQUIREMENTS

1. A Master's Degree in Law from a recognized University with a postgraduate Diploma in legal practice.
2. **Must be** a Registered Legal Practitioner and an Advocate of the High Court of Uganda.
3. **MUST BE** a member of The Chartered Institute of Secretaries and Administrators. (The Chartered Governance Institute)
4. Should have relevant working experience of at least 10 years, of which 5 should be at Senior Management level.
5. Must be a seasoned People Manager with demonstrable prior experience and success in overseeing Staff productivity and Performance Management.

### APPLICATION PROCEDURE

All suitable, qualified and interested candidates with the relevant qualifications and experience should send their application letters, curriculum vitae and copies of academic certificates, Transcripts, National Identity Card, appointment letters to the current job, together with one (1) recent passport photograph by email to: [recruitment@urc.go.ug](mailto:recruitment@urc.go.ug). Merge all your documents and send them in one attachment in word or PDF format not exceeding 2MBs.

#### OR

Address to the Managing Director, Uganda Railway Corporation and hand deliver to URC headquarters. The closing date of receiving applications is **Friday 19<sup>th</sup> December 2025** at **3:00pm**.

#### NOTE:

1. Only successful candidates will be contacted.
2. Any form of canvassing will lead to automatic disqualification.
3. Beware of fraud stars.