



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 world class, global leader in sustainable forest management", while its Mission is "To sustainably manage and develop the country's Central Forest Reserves and to provide quality forestry products and services for the socio-economic development of Uganda".

NFA seeks to recruit a qualified Ugandan to fill the following position.

POSITION: LEGAL MANAGER (1 POSITION)
Reports to: Director Legal and Corporate Affairs
Duty Station: Head Office
Salary Scale: NFA 3
Terms of Employment: Three (3) year contract (Renewable)

Job summary: To provide legal representation, guidance and ensure compliance.

Duties and responsibilities

- Ensure the Authority adheres to applicable laws, regulations and internal policies.
- Draft, review and negotiate contracts, agreements and legal documents.
- Identify legal risk and advise management on strategies to mitigate them.
- Assist with or oversee legal disputes, coordinate with external counsel to manage litigation matters.
- Support the Director in ensuring proper governance, regulatory filings and company secretarial duties for corporate governance.
- Provide legal guidance on legal matters relating to the Authority.
- Provide legal input in development of legal procedures and guidelines.
- Oversee legal processes and court actions to logical conclusion.
- Follow up and recover court awards.
- Initiate and follow up cancellation of land titles in CFRs.
- Coordinate and liaise with government agencies and other stake holders.
- Prepare annual legal unit work plans and budgets in line with NFA mandate.
- Support law enforcement and prosecution of offenders in the Courts of Law.
- Supervise and support the legal team through capacity building, coaching, mentoring and manage their performance.
- Prepare legal progress and status reports to the Director Legal and Corporate Affairs.
- Perform any other duties as assigned by the supervisor.

Qualifications, work experience and interpersonal attributes/competencies

- Bachelor of Laws (Honors) degree from a reputable University
- Post Graduate Diploma in Legal practice from Law Development Centre.
- Master's in law or Environment and Natural Resources.
- 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 (5) years post-enrollment experience as an advocate in a similar/related organization,

three (3) of which must have been at a supervisory level in a reputable organization.

- Minimum of thirty five (35) years of age above.
- Good decision making, leadership.
- Critical thinking and attention to detail.
- Integrity and transparency.
- Team work and resilience.
- Analytical, good oral and communication skills.

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, e-mail addresses 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 2025 or send soft copies to recruit@nfa.go.ug.

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