



INTER – UNIVERSITY FOR EAST AFRICA

Advertisement for the Position of Senior Legal Officer

1. Background

Inter-University Council for East Africa (IUCEA) is a strategic institution of the East African Community (EAC) responsible for coordinating the development of human resources and research in the region. IUCEA is located in Kampala, Uganda. It is charged with a number of responsibilities, among them being to coordinate academic and research activities jointly undertaken by Partner States and member universities. IUCEA current membership is composed of 116 university institutions both private and public, located in the EAC Partner States of Burundi, Kenya, Rwanda, Tanzania, South Sudan and Uganda. After its revitalization in 2000, IUCEA embarked on a number of activities in the areas of academic and research engagement in the EAC Partner States and member universities. IUCEA operations are guided by the Inter-University Council for East Africa Act 2009.

In order to fulfill its mandate and to meet all its objectives and planned activities, IUCEA now wishes to recruit a qualified person for the position of **Senior Legal Officer (P2)**. Applications are invited from qualified individuals from the East African Community Partner states.

Job	: Senior Legal Officer
Department	: Executive Secretary
Sub-Section	: Legal affairs
Grade	: P2
Job Reports to	: Executive Secretary
Job Supervises	: None

2. Job Purpose

The job holder will provide statutory/legal advice to IUCEA to ensure compliance/adherence to the established EAC laws and rules of procedure. Providing legal opinion/endorsement on day to day business affairs of IUCEA Act and other legal instruments /enabling Formulate strategies for dealing with legal issues pertaining to the institution

- i. Formulate strategies for dealing with legal issues pertaining to the institution
- ii. Provide statutory advice on EAC laws and rules of procedure during IUCEA meetings and interpret the laws
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- iv. Provide timely legal advice to the Executive Secretary on issues that might have legal implications
- v. Study and disseminate all legislations and regulations that have a direct or indirect bearing on the functions of IUCEA
- vi. Review and legal endorsement of all documents prepared by the Institution , including but not limited to all contracts tender documents, Board and management meetings, etc ...
- vii. Providing legal assistance in the process of contract negotiations, legal endorsement of performance guarantees or any other guarantee and signing of contract agreement;
- viii. Ensure accuracy and legal validity the legal and policy documents forms and contents of all documents prepared, as well as for those to be approved by the IUCEA;
- ix. Provide legal assistance against any litigation arising out of its daily business affairs or during contract administration of the projects;
- x. Representing and defending IUCEA before the Courts of Law including but not limited to Magistrate /Civil / Labor Courts /Tribunals /Sessions / All High Courts of Partner States in East Africa as the case may be for the cases either filed by the Client against Consultants/ Contractors/ Suppliers / Sub Contractors/ Partners /Employees etc. or Vice Versa.
- xi. Interact on behalf of the IUCEA with relevant Central and Local government authorities as and when required with regard to corporate/ contractual/commercial/ legal matters.
- xii. Providing legal assistance in Dispute Resolution at International/ national Forums as and when required.
- xiii. Negotiate and reply legal notices and help the Client in sorting out issues out of court(s) through Alternate Dispute Resolution (ADR) mechanism;
- xiv. Serve as Secretary to the Management Committee
- xv. Perform any other duty that may be assigned by the Executive Secretary.

3. Key Performance Indicators

- i IUCEA compliance/adherence to EAC Laws, rules and procedures
- ii Strategies and procedures developed and updated periodically

4. Minimum Job Requirements

i. Academic Qualifications

Masters degree in Law (LLM) from a recognized University

ii. Professional Qualifications

Diploma in Legal Practice is a must

Certified Public Secretary is an added advantage

iii. Work Experience

Minimum 8 years; 3 years at senior level in a busy legal environment either in the public sector or a busy private establishment

iv. Key Competencies

- Should be a team player, legal drafting, conceptual, analytical, communication, legal research, negotiation, networking, judgment, decision making, and report writing skills, computer literate
- Should have sound computer knowledge and skills

5. Tenure and Remuneration

The successful applicant for each of the post shall serve for a term of 5 years, renewable once up on satisfactory performance. A comprehensive remuneration package commensurate with the EAC P2 (Senior Legal Officer). Job offer shall be offered to the suitable candidate, as well as being accorded Diplomatic status. Please note that this job is subject to the EAC Quota system. Additional details on these packages may be obtained from the undersigned.

6. Age Limit: Not more than 50 years.

7. Notification

The successful candidate shall be notified of his/her appointment by the last week of September 2017.

8. Submission of Applications

The deadline for submission of applications to the IUCEA Secretariat is **16th June 2017**. Application letters should be accompanied with the following:

- (i) Certified copies of the applicants degree awards
- (ii) Up to date and comprehensive Curriculum Vitae
- (iii) Addresses of three referees, one of which should be of the current immediate supervisor

Applications should be sent either electronically to recruit@iucea.org or hard copies of the applications can be sent to IUCEA Headquarters located at the address during working hours **Monday-Friday from 8.00 am to 5.00 pm by 16th June, 2017**. The hard copy submission should be in a sealed envelope clearly titled, **“APPLICATION FOR THE POST OF SENIOR LEGAL OFFICER addressed to:**

**The Executive Secretary
Inter-University Council for East Africa
Plot M833, Kigobe Road
P.O. Box 7110
Kyambogo, Kampala
Tel: +256 414 256 251/2
Fax: +256 414 342 007
E-mail: recruit@iucea.org**