



NATIONAL IDENTIFICATION AND REGISTRATION AUTHORITY

RE-ADVERTISED

The National Identification and Registration Authority (NIRA) was established by The Registration of Persons Act 2015 to harmonize and consolidate the law on registration of persons, to provide for registration of individuals; to establish a National Registration and Identification Register; to provide for the issue of national identification cards and aliens identification cards; to register births, deaths and adoption orders and issue the relevant certificates.

NIRA invites applications from suitably qualified candidates to fill the following position:

Reference: NIRA/DLBS/03-19

Position: Director Legal/Board Secretary

Reports to: Executive Director

Job Overview:

Provide the authority with legal counsel, guidance and representation and co-ordinate the affairs of the Board.

Key Result Areas:

- Providing legal advice to the Authority
- Ensuring that the Authority's operations are in compliance with the provisions of the Registration of Persons' Act and Regulations as well as other applicable Laws and guidelines
- Overseeing and monitoring progress of any legal proceedings including litigation and alternative dispute resolution
- Coordinating the business of the Board including scheduling meetings, notice of meetings and submission of documents for Board meetings in line with the approved Board Charter and related guidelines

- Taking minutes at Board Meetings, maintaining proper records of decisions of the board and a custodian of critical documentation of the Authority
- Being a key liaison between the Board and Management in order to support the efficient operations of the Authority
- Managing the performance and development of staff in the department in line with the Authority's objectives and overall mandate.

Person Specifications:

- Minimum qualifications: A Bachelor's degree with Honours in Law with a Post Graduate Diploma in Legal Practice from the Law Development Centre (LDC) or an institution recognized by the Uganda Law Council.
- A master's degree in Law is a must.
- Membership of the Institute of Chartered Secretaries and Administrators (ICSA) is an added advantage.
- Minimum experience: At least 10 years experience in a reputable Public or Private organization five (5) of which should be at senior management level.
- At least ten (10) years experience as an enrolled advocate.
- At least five (5) years experience as a practicing advocate in the Courts of Judicature.
- Critical thinking and problem solving skills.
- Strong Team building skills with ability to lead and motivate teams.
- Excellent communication and negotiation skills.
- Ability to effectively prioritize and execute tasks in a high-pressure environment to drive results.
- Flexibility to react effectively to unforeseen circumstances.
- IT/Computer Literate.

APPLICATION PROCEDURE:

Interested persons should submit an application, detailed curriculum vitae (CV), copy of National ID, copies of academic and professional certificates/ testimonials addressed to the Executive Director – NIRA to the HR Office at NIRA Headquarters, Kololo Ceremonial Grounds or submit soft copies of the above documents in one file to careers@nira.go.ug clearly indicating the reference and position applied for.

Applications should include a daytime telephone contact of the applicant and names and contact details of at least three (3) referees.

Applications should reach the above address not later than **5.00pm on Wednesday 20th March 2019.** Office opening hours are 8.00am to 5.00pm, Monday to Friday. Applications received after the closing time and date shall not be considered.

NIRA is an equal opportunity employer.

Note:

Only short listed candidates will be contacted. Any form of canvassing or lobbying shall lead to disqualification.