

## **Job Title: Legal Assistant (1 position)**

### **Tenable in Uganda- Tenure up to 3 years**

### **Reporting to Legal Specialist**

### **Job Purpose**

The employee shall conduct a variety of research and analysis assignments, assist the legal team in preparing legal and/or administrative documents, and participate in reviews of legislation pertinent to the Bank. The position will provide clerical, administrative and secretarial services to the legal function.

### **Duties and Responsibilities**

- Perform research and analysis of routine legal problems and issues.
- Assist in the preparation of legal contracts, deeds, leases, and other legal papers of a routine nature. Research relevant statutes, rulings, and precedents to be used as a basis for answering requests for legal opinions of a routine nature or limited scope.
- Perform preliminary work in the preparation of legal opinions. Assist in the preparation of cases and hearings of a routine nature. Conduct factual investigations of a limited scope. Research relevant statutes, rulings, and precedents to be used as a basis for preparing contested case decisions.
- Prepare correspondence and keep a file register to track file movement of legal related work.
- Update legal publications and participate in the work associated with the Bank's law library and registry including keeping a record of all the Bank's legal cases and updating them as required.
- Monitor and keep a record of the Bank's insurance policy and track renewal of covers to ensure that Bank's assets are protected from insurable risks at all times.
- Research background of matters requiring promulgation of administrative rules and assist with rules drafting. Assist the Human Resources department in review of staff complaints.
- Assist with conducting research, compiling, writing, editing and publishing rules, regulations and policies of the Bank.
- Participate in the preparation of contracts and other legal documents for staff, contractors, and service providers.
- Provide administrative support e.g. filling, and secretarial services to the legal team.
- Perform related work as assigned.

## **Qualifications and Experience**

- A First degree in Law from a recognised University.
- A Postgraduate diploma in legal practice and membership to a bar association
- At least 2 years working experience in legal practice
- Considerable knowledge of fundamental subjects in law.
- Considerable knowledge of research and analysis methods.
- Some knowledge of the nature and use of tools of legal study.
- Some knowledge of the preparation of briefs and arguments for the trying of cases before state commissions and courts.
- Good oral and written communication skills.
- Ability to quickly assimilate oral and written data, to analyze facts and draw logical conclusions.
- Ability to interpret and apply laws, rules, and regulations relative to the work.
- Ability to maintain a law library, records and prepare reports and correspondence related to the work.
- Working knowledge and experience in the use of MS. Word, Power point, Excel and Internet.
- Ability to use judgment, tact, and discretion.
- Results orientation and high level of personal integrity.