



Sure House
Plot 1 Bombo Road
P.O. Box 9393, Kampala Tel: +256 414 345996, +256 312 262119
Email: swico@swico.co.ug, Website: www.swico.co.ug

JOB TITLE: LEGAL OFFICER

ORGANISATIONAL RELATIONSHIPS

- (a) Department:** Legal
- (b) Reports to:** Head Legal/Company Secretary
- (c) Directly Supervises:** None

MAIN PURPOSE OF THE JOB

To handle litigation cases, either when the Company is sued or the Company is seeking legal redress; and to carry out the day to day legal duties of the Department

KEY RESULT AREAS AND RESPONSIBILITIES

Result Area 1: Planning and organizing for the provision of legal and company secretarial services

- (i) Participate in the formulation of work plans, budgets and strategies for the provision of legal services
- (ii) Determine periodic performance targets for him/herself, and agree on them with the Manager Legal

Result Area 2: Providing legal services

- (i) Participate in proper formatting of pleadings, timely and accurate typing of correspondence reports, preparing reports and proofreading documents assigned to him/her
- (ii) Participate in drafting and reviewing contracts/agreements, and other legal documents as assigned
- (iii) Contribute to policy development and review, ensuring proper use of legal terminology, spelling, business English and grammar and ensuring compliance with applicable codes, legal and statutory requirements
- (iv) Participate in handling litigation matters, where necessary liaising with external lawyers
- (v) Carry out legal research, prepare pleadings and review progress of ongoing cases
- (vi) Participate in handling matters of subrogation in liaison with claims staff and other stake holders, and give the financial implications
- (vii) Participate in monitoring changes in the relevant legislation and regulatory environment and giving timely information to management
- (viii) Conduct claims investigations when requested, and advise the Claims Department as necessary

- (ix) Provide legal opinion/ counsel when requested

Result Area 3: Ensuring Legal and Statutory Compliance

- (i) Participate in monitoring compliance with statutory obligations and advise management accordingly
- (ii) Contribute to the provision of documentation and information for compliance purposes

Result Area 4: Contributing to Institutional Development

- (i) Periodically assess own capacity development needs and propose appropriate programmes to address the identified needs
- (ii) Attend and actively participate in periodic meetings of the Legal Department, and take actions arising from the meetings, as assigned
- (iii) Contribute to the preparation of monthly and quarterly reports for departmental meetings and management meetings
- (iv) Take minutes at meetings whenever delegated by the Manager Legal
- (v) Participate in the preparation and registration of legal documents
- (vi) Represent the Company in legal matters as assigned

PERSON SPECIFICATION: *Legal Officer*

Minimum Academic and/or Professional Qualifications Necessary

Bachelor's Degree in Law and Post Graduate Diploma in Legal Practice

Additional Training/Qualifications/Certification Necessary

- Practicing Certificate by the High Court
- IRAU Certification

Minimum Experience and Exposure Necessary

- A minimum of 1 year of work experience in Legal Practice in a reputable organization
- Experience in handling litigation matters and court processes

Key Knowledge Required

- Company Law
- Insurance Law
- Private sector working methods
- Good understanding of commercial legal matters
- IRA Regulations



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Key Skills Necessary

- Report writing
- Communication skills
- Drafting legal documents
- Litigation skills
- Computer literacy, mostly MS Word, PowerPoint and Excel
- Good command of written English
- Analytical skills
- Interpersonal skills

Other Qualities/Attributes

- Ability to discern
- High level of integrity and professionalism
- Teamwork
- Time management
- Accuracy and attention to detail
- Commitment to quality and thoroughness
- Innovativeness/Creativity

HOW TO APPLY:

Candidates who had already applied should not re-apply again. Interested persons can deliver applications, detailed curriculum vitae and copies of academic qualifications with two referees addressed to:

The Human Resource Manager,

Statewide Insurance Company Limited

Plot 1, Bombo Road P.O. Box 9393 Kampala - Uganda.

Please note that **Friday 14th February, 2025** has been set as the deadline day for submission of applications.

All CV's are to be sent on recruitment@swico.co.ug