

Job Title: Legal Officer**Organization:** Namulondo Investments Limited**Duty Station:** Kampala, Uganda**Reports to:** Chief Executive Officer**About US:**

Namulondo Investments Limited is a property management and real estate investments company, which was established by the Buganda Kingdom in 2006 under the Companies Act Cap 110. The company was incorporated to engage in real estate management and development. The company has the mandate to manage properties on the 350 Square Miles and the recently returned estate (Amasazza and Magombolola) hosting several central government establishments.

Key Role: Managing, Administering and controlling the leasing contract for commercial and retail buildings alike.

Key Duties and Responsibilities:

1. Initiate and pursue legal proceedings as required by the Company i.e., prepare writs, defences, Submissions and other pleadings in civil cases both “for and against” the Company.
2. Prepare, file and plead cases in pursuit of amounts owed to the Company.
3. Distress for rent and execute recoveries for and on behalf of the company from defaulting tenants.
4. File oppositions in matters where there are arrears due and payable to the Company.
5. Advise on statutory compliance.
6. Drive policy and keep company officials abreast with existing and emerging regulation regarding property.
7. Research and prepare legal opinions on various civil matters including claims for compensation against the Company.
8. Draft and/or review legal letters, contracts and agreements and monitor legal obligations under agreements to ensure compliance, as requested.

9. Ensure compliance of all tenants with regard to rental obligations.
10. Cause to be maintained, a database of the status of all court matters involving the Company.
11. Interpretation of legislation policy and guidelines affecting property to Directors, CEO and the management staff.
12. Filing returns for the company in compliance with the law.
13. Handle disputes insolvency and other court proceedings.

Work Delivery

1. Deliver on time in a cost effective way
2. Customer/ client focused approach.
3. Must have an ability to identify, analyze and understand issues and present solutions in a clear straight forward manner within complex work areas.

Leadership

1. Play the designated part in the organizational leadership challenges beyond your role.
2. Role model the full range of core behaviors.
3. Establish self as a legal expert able to build own networks by sharing know how.

Minimum Qualifications

- Bachelor's degree required or Real Estate experience and knowledge of commercial property development.
- Legal and financial understanding of the leasing/ tenancy transactions.
- Previous work experience in an office environment required; minimum of 2 years' office experience preferred; legal office experience highly desirable.
- Excellent written and verbal communications skills.

- Proficiency with MS Word, Excel and PowerPoint, Outlook, various databases and Internet research skills.

- High level of interpersonal skills to handle sensitive and confidential situations with utmost discretion.
- The ability to successfully interact in writing and in person with a variety of people in a multicultural environment. Patient, flexible attitude; professional demeanor.
- Ability to work independently with frequent interruptions and adapt to changes in workflow.
- Excellent organizational, time-management and prioritization skills.

Age: Between 25 and 40 years.

How to Apply:

All qualified applicants should send their applications together with attached copies of all academic qualifications, copies of valid identity cards and detailed CVs with mobile telephone numbers indicated, names and contact details of three referees, to the address below;

**The Human Resource Manager,
Namulondo Investments Limited,
Muganzirwazza Katwe,
P.O. Box 14446, Kampala, Uganda**

Deadline: 30th November, 2017 by 5:00pm