



ADVERTISEMENT FOR VACANT JOBS

The Microfinance Support Centre Limited (MSC) was incorporated in 2001 as a company limited by guarantee, as part of GOU's effort to promote access to affordable financial services for increased employment and wealth. The company offers affordable finance through its network of 13 regional offices spread throughout the country as well as through its networks of over 160 Agency SACCOs. It gives priority financing to enterprises in the agricultural value chain namely: production, value addition and marketing. Besides credit, MSC provides capacity building to its clients including SACCOs, Groups and Cooperative Unions to enable them enhance their sustainably.

Following the process of corporate renewal that the Company is undertaking, MSC seeks to recruit suitably qualified and highly skilled persons with integrity, energy and a strong passion to create wealth and have a real impact on the lives of active poor Ugandans. MSC, therefore, wishes to fill the following vacant position(s) in its establishment.

Position: Manager Legal Services (1)

Reports To: Company Secretary/Head of Legal Services

Purpose:

To develop and implement systems and procedures for the provision of legal services to the company.

Key Result Areas:

1. Legal reviews and documentation of loan facilities of the company including loan contracts and agreements.
2. Overall company due diligence obligations Timely recovery of non-performing portfolio
3. Company legal representation in all courts of law
4. Management, performance and development of all staff in the unit.
5. Timely reporting on the legal function in line with operational plans

Key Accountabilities /Key Tasks:

1. To prepare and provide well-informed Legal Opinions to Management.
2. To manage the Company's Contractual process to ensure that the Company's interest is adequately promoted and protected and that all contractual engagements are in compliance with the relevant laws.
3. To conduct final legal due diligence on loan files before approval and disbursement of loan funds.
4. To support the Company Secretary in providing efficient, economical and effective management of the company's recovery of non-performing portfolio.
5. To manage external service providers (ESPs): Auctioneer, Lawyers, and Court Bailiffs Etc.
6. To manage, and provide prompt and value-driven disposal of litigation for and against the company & represent the Company in Courts of Law.
7. To manage the process of Conduct of legal due diligence, Perfection, Safe Custody and Release of securities.
8. To coach, mentor and counsel supervisees.
9. To perform any other duties assigned by the Company Secretary.



Qualifications and Experience:

- Honours Degree in Law from a recognised University / Institution.
- Master's degree in Law, Business Administration, Public Administration, Finance or any other related field from a recognized University / Institution.
- Must be an advocate of the High Court of Uganda with a valid practising certificate.
- Possession of a professional qualification or membership to ICSA is an added advantage.
- Eight (08) years of progressive working experience in legal practice with a corporate entity or public sector of which 4 years of related work experience attained at a middle management level in a reputable organization.
- Experience gained from medium to large corporate organisations is a unique advantage.
- Experience and training in analysing financial and statistical data, diagnosing problems/pointing out deficiencies, and recommending appropriate corrective actions will be an added advantage.
- Possession of relevant computer skills is a must.

Competencies/Person Specifications:

- Ability to demonstrate excellent managerial skills.
- Ability to demonstrate an excellent understanding of commercial and company law.
- Ability to demonstrate analytical skills, clear decision-making ability, and highest standards of integrity.
- Ability to demonstrate objectivity and impartiality with concern for accountability and achieving results.
- Ability to work under pressure with tight deadlines.
- Ability to influence and collaborate with different stakeholders.
- Ability to identify problems, obstacles and opportunities and initiate action or make recommendations.
- Ability to generate new ideas, develop creative approaches anticipate and lead change

Candidates with the requisite qualifications and experience should send their applications with detailed Curriculum Vitae together with copies of certified academic certificates with at least 3 referees in properly sealed envelopes to the address given below clearly stating the job title applied for on the top right-hand corner, to be received no later than **15th March 2024 at 05:00 pm**. Applicants are encouraged to submit their job applications earlier before the closing date. Shortlisted candidates will be informed of the status of their applications by March 25, 2024.

Job Applications should be addressed to:

The Recruitment Specialist
The Microfinance Support Centre Limited,
Plot 32, Nakasero Road
P.O. Box 33711 KAMPALA

At the point of submission of the job application, applicants will be required to fill out a Job Application Summary Form. MSC is an equal opportunity employer and is open to a transparent recruitment process. Any form of lobbying /canvassing for support will lead to the automatic disqualification of the concerned candidate. Submission of falsified academic documents and/ or false information regarding their experience and qualifications will lead to automatic disqualification and possible prosecution.