



The Uganda Law Society (ULS) is a membership organization established by an Act of to provide services to its members in particular and to the people of Uganda in general. Its vision is to be a proficient Bar Association in fostering access to justice, the rule of law and good governance in Uganda. Its mission is to develop a skilled and empowered legal profession in execution of its statutory mandate to foster and improve access and administration of justice as well as good governance in Uganda.

The Uganda Law Society (ULS) according its new strategic plan 2017-2021 is restructuring its management and therefore seeks to recruit self-motivated individual to fill the position below;

JOB REF : **ULS/CEO/01/2018**
POST : Chief Executive Officer
REPORTS TO : The Executive Council of the Uganda Law Society.
VACANCIES : **01**
JOB STATION : Kampala

Age: A person of or above 35 years.

JOB PURPOSE

The Chief Executive Officer, under the supervision of the Council, plays the leading role in shaping Uganda Law Society (ULS) strategic direction, development, and future growth. The CEO is expected to play a critical role in ensuring society visibility, growth and stakeholder management.

KEY RESPONSIBILITIES

1. Provide Strategic Leadership

- Provide strategic leadership, supervision, support, and desire to implement the ULS Strategic Plan.
- Build and maintain strong partnerships with donors, government, key stakeholders and civil society to facilitate implementation of ULS Strategic Plan.
- Propose for Board consideration polices for the effective functioning of ULS.
- Communication of the Executive Council decisions to senior management and ensuring the effective implementation of AGM and Council Resolutions.
- Partner with other leaders to foster a workplace culture of continuous improvement and growth.
- Champion change management efforts to increase acceptance of initiatives aimed at institutional improvement.

2. Advocacy, Representation and Communication

- Champion the vision of ULS and ensure representation of the organization at highest level in national, regional and international engagements.
- Represent and promote ULS's interests in various national, regional, and international forums.
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- Provide leadership in communication and advocacy functions of the organization and lead the execution of the communication and advocacy strategy with integrity and excellence.

3. Financial and Resource Mobilization

- Develop and implement a sustainable resource mobilization strategy.
- Lead ULS Management in developing funding proposals in support of ULS's programmatic investments and initiatives.
- Develop, update, streamline and ensure implementation of ULS's financial policies and procedures.
- Maintain oversight on external service providers and independent contractors in accordance with their contracts and terms of reference.
- Direct and administer all financial plans and oversee business policies and accounting practices.
- Develop and monitor project budgets to assure organizational efficiency and appropriate resource allocation; manage cash flow.
- Oversee staff and consultants in the billing and accounting process.
- Coordinate the annual budget planning process and oversee long term budgeting.
- Ensure that the organizational accounting system provides quick access to financial information and enables strategic budgeting.
- Compose budgets for specific products or processes.
- Oversee grants administration, including reporting.

4. Project Development and Management

- Initiate proposals in line with ULS strategic plan.
- Ensure that the multi-faceted projects of ULS are done within timelines and agreed deliverables.

5. Technical Leadership

- Develop an integrated and cohesive approach to planning of ULS's core programs, with sound and measurable performance indicators, leading directly to the achievements of program strategies.
- Create and build opportunities for collaborative initiatives across the programs.
- Ensure that ULS programs are operating at the highest level of efficiency and effectiveness and deliver on agreed outputs, outcomes, and impacts.
- Oversee risk management and derive strategies to mitigate risk.
- Ensure the ongoing maintenance and updating of information systems and infrastructure.
- Manage and oversee organizational reporting and monitoring processes.
- Provide for all staff a strong day-to-day leadership presence.
- Provide effective and inspiring operational leadership to the work of the Society by developing a broad and deep knowledge of all programs.

6. Human Capital Management

- Ensure the team is cohesive and aligned with common goals.
- Effective management of performance, training, coaching and continuous development of all ULS staff in accordance with the organization's performance management program.
- Oversight of recruitment, hiring, compensation and performance management (including performance review process).
- Regulatory oversight and legal compliance with the employment laws.
- Mentoring and coaching of staff to improve performance.
- Coach, mentor and develop the Management leadership team to ensure excellent performances and successful planning of the ULS Strategic Plan.

Personal Specifications:

- A Bachelors' (Honours) Degree in Law from a recognized institution and a post graduate diploma in a law from the LDC
- A post graduate qualification preferably in Business Administration, Management or related field.
- A minimum of 7 years working experience in a Senior Management role.
- Ability to contribute to the formulation and management of change in a rapidly changing complex and demanding environment.
- Excellent communication skills.
- Resilient and reliable under pressure.
- Proven excellent skills in administration, fundraising and lobbying.
- Strong interpersonal, teambuilding and organizational skills.
- High level of integrity.

Uganda Law Society is an equal opportunity employer

Submission of Application:

An application letter including a curriculum vitae, certificate, testimonials and names of three referees with complete addresses, postal, telephone and email and full contact address of the applicant should be hand delivered to the **Uganda Law Society, Plot 5A John Babiha – Acacia Avenue Kololo.**

The application should be addressed to:

**The President, Uganda Law Society
P.O Box 426, Kampala, Uganda**

Deadline for receiving applications will be close of business on 15th February 2018 by 5:00pm