



NATIONAL SOCIAL SECURITY FUND

EXCITING CAREER OPPORTUNITY

JOB TITLE: CORPORATION SECRETARY

National Social Security Fund (NSSF) is a Provident Fund mandated to provide social security to its members as prescribed by law under CAP 222 through the efficient and effective management of members' contributions. Its vision is "To be the region's leading social security provider, delivering a wide range of quality products and services and a real return to our members, while driving economic development and sustaining a competitive advantage in a free market".

NSSF is looking for an experienced, self motivated and hardworking individual that is career and results oriented to fill the above position.

REPORTS TO: MANAGING DIRECTOR

This is an exceptional opportunity that calls for an experienced, innovative Executive who is responsible for all the corporate matters that include provision of Company Secretarial Services to the NSSF Board of Directors and provision of legal advisory services and support to the Fund.

KEY RESPONSIBILITIES OF THE JOB:

Board secretarial services

- Prepares and/or reviews Board papers from other business units for quality assurance purposes, for Board and Committee meetings.
- In consultation with the Chairman and MD, prepares a schedule and an agenda for Board and Committee meetings. Reviews agenda for

Board and Committee meetings.

- Informs the Board on key issues affecting the Fund and respond to Board queries and requests with regards to areas to do with current or future legislation.
- Prepares Action reports for reporting back to the Board on the progress of implementation of Board decisions.
- He/she will ensure proper and orderly conduct of Board meetings and Board Committee meetings.

Managerial responsibilities

- Member of the Fund's top Executive Management
- Allocates work in the department and monitor progress, performance, and timely quality of service.
- Approves all expenses relating to the Department in accordance with the Fund's standard procedures.
- Responsible for custody, and application of Fund's common seal.
- Responsible for the custody of the Fund's official documents

Advisory services

- Provides legal advisory services to all matters of a legal nature in the Fund. This would include areas such as new legislating, internal policies and procedures, major pending cases involving / affecting the Fund, insurance, social security issues etc.
- Provides legal advice on benefits payable, drawing contracts, prosecuting employers, defending the Fund in courts of law and advise on requests / applications for exemption from

making contributions

- Reviews and finalizes contracts for various services from the business units and external parties to the Fund. Negotiate with external parties on contract terms and conditions.
- Prepares the gazette notices and statutory instruments for declaration of interest payable to members, by the Minister.
- Oversees the carrying out of legal due diligence on investment proposals for submission to the executive committee of management and subsequently to the Board
- Ensures timely compliance with all statutory requirements.

PERSON SPECIFICATIONS:

Desirable Competencies

- Good judgment and decision making skills
- Planning and organizational skills
- Leadership and people management skills
- Quality orientation
- Good oral and written communication skills
- Negotiation and influencing skills
- Demonstrated high levels of integrity (candidates must provide or attach a strong recommendation or testimony of their integrity and moral uprightness)

QUALIFICATIONS:

LLB(Hon) Degree; Postgraduate Diploma in Legal practice and; the person MUST be an Advocate of the High Court of Uganda. A recognized management course or ICSA would be an added advantage.

EXPERIENCE

Applicants should have;

- A working experience of over 10 years
- Out standing track record of having handled successful litigations or court cases.
- Excellent analytical skills, sound judgment and collaborative working style with capability to work in partnership with the Board, MD and other heads of department.
- High level of personal integrity, considerable knowledge, experience and competence in managing legal matters.
- Ability to lead and create a motivated and energized human resource base, with a focus on results based performance.
- Ability to handle corporate matters
- The age limit is 35 years to 55 years

Other Information

This is senior position job and terms and conditions of service are very attractive.

HOW TO APPLY:

Ernst & Young has been retained by NSSF to assist in the short listing process. If you feel you meet the above requirements, please send them your application enclosing a detailed curriculum vitae giving three referees and copies of academic and professional certificates/testimonials, postal address and daytime telephone contact quoting Ref. 111 to address: **Ernst & Young, Executive Selection Division, 18 Clement Hill Road. P.O. Box 7215, Kampala so as to reach them by 19 March 2010**