



UGANDA
DEVELOPMENT
CORPORATION
Driving Industrial Growth

EMPLOYMENT OPPORTUNITIES

Uganda Development Corporation (UDC) is a statutory body established under the UDC Act, Cap. 208, with the mandate to promote and facilitate Uganda's industrial and economic Development. This is achieved through, the establishment of subsidiary and associated companies; formation of public-private partnerships in the commercial, industrial, and agricultural sectors; provision of financial and management support to industrial ventures; and advancement of research into industrial development.

As part of our continued growth and commitment to supporting Uganda's industrialization agenda, UDC is seeking a dynamic, qualified, and experienced professional to fill the following position:

1. Legal officer

Note: Comprehensive information on the job roles, key responsibilities, academic qualifications, and required competencies is available on the UDC website: www.udc.go.ug

Application Process:

Interested candidates are invited to submit their application letters accompanied with detailed curriculum vita, copies of academic transcripts and certificates, and contact details of at least 3 (three) professional referees

Deadline for receipt of application: **4th May 2026.**

Application should be addressed to the **Executive Director** and delivered physically to:
Uganda Development Corporation
Floor 5, Soliz House
Plot 23 Lumumba Avenue
P.O. Box 7042 Kampala

Note: Only shortlisted candidates will be contacted. UDC is an equal opportunity employer and is committed to diversity and inclusion.

UGANDA DEVELOPMENT CORPORATION

JOB DESCRIPTION

Position:	Legal Officer
Directorate:	Legal Services
Department:	Legal Services
Grade:	UDC 5
Reports to:	Senior Legal Officer
Supervisees:	Legal Assistant/Legal Interns

MAIN PURPOSE OF THE JOB

To provide essential legal support and advice to ensure the corporation's operations comply with relevant legal requirements.

DUTIES AND RESPONSIBILITIES

1. Drafting and Review of Legal Documents

- Assist in drafting, reviewing, and amending contracts, agreements, and other legal documents to ensure they are legally sound and protect the Corporation's interests.
- Support development of standard contract templates and legal documentation frameworks.
- Support structuring and execution of investment transactions, including joint ventures, PPPs, and strategic partnerships.
- Assist in the negotiation of contracts and legal terms to achieve favorable outcomes for the corporation.
- Provide legal input into project and investment appraisals where required.

2. Due Diligence Support

- Conduct legal due diligence for potential investments, joint ventures, mergers, acquisitions, and other corporate transactions.
- Prepare structured due diligence reports with clear recommendations to inform decision-making

3. Legal Risk Management

- Support the identification, assessment, and mitigation of legal risks across the Corporation's operations and portfolio.
- Support in Conducting legal research to inform decision-making and policy development.

4. Corporate Governance Support

- Provide legal and administrative support to Board and Committee processes as required.
- Assist in drafting minutes, agendas and other board related paper work.
- Support governance practices within UDC and, where applicable, its investee companies.

5. Documentation and Record Keeping

- Assist in maintaining accurate and organised records of legal documents, contracts, and correspondence.
- Support the management of the contracts register and tracking of key obligations.
- Ensure all legal documentation is properly filed and easily accessible for future reference.

6. Supervision and Team support

- Manage daily tasks and performance, set clear goals, and provide guidance to subordinate staff to ensure effective job execution. Provide on-the-job training, mentorship, and performance feedback.
- Foster a collaborative work environment, promoting teamwork and open communication among Legal Assistants.
- Conduct performance evaluations, offer constructive feedback, and recognise achievements to support development and motivation.

7. Perform any other duties as assigned by the Supervisor.

KEY PERFORMANCE INDICATORS

- Average time taken to draft, review, and finalise legal documents.
- Percentage of legal documents (contracts, agreements, etc.) drafted and reviewed
- Quality and accuracy of legal documentation and due diligence reports.
- Accurate, complete, and up-to-date legal documents and records.

JOB SPECIFICATION

Minimum Qualification

- Bachelor's degree in law (LLB).
- Postgraduate Diploma in Legal Practice (LDC)
- Enrolled Advocate

Experience

Minimum of four (4) years' relevant experience in similar function.

Technical competencies

- Legal negotiation, drafting and contract management
- Post enrollment in legal practice, preferably within corporate, commercial, or investment-focused firm or organization
- Corporate and commercial law knowledge
- Understanding of investment transactions and undertaking due diligence
- Legal research and analytical skills
- legal advisory, and compliance

Behavioral Competencies

- Strong communication and interpersonal skills
- Negotiation and persuasion skills
- Ethical judgment and integrity
- Attention to detail and problem-solving capability
- Ability to manage multiple priorities under tight deadlines

WORKING RELATIONSHIPS

Internal:

- All heads of departments, All UDC staff

External:

- External Legal Counsel, Investee companies, Service providers

Instructions:

- Hand deliver hard copies of your applications to UDC offices. Attach academic documents.
Only shortlisted candidates will be contacted.