



Date: 21st July 2025

External Job Advertisement (To the general Public)

Uganda Post Limited (T/A) Posta Uganda is inviting qualified persons who meet the stated minimum requirements to apply for the vacancies that exist within the Company. Interested candidates should send their application letter and attach certified copies of academic transcripts and certificates as well as a detailed CV to reach the address below not later than **4th August 2025**.

The Head, Department of Human Resource and Administration,

Posta Uganda

P.O Box 7106

Kampala

Please Note:

1. Applications received after the deadline will not be considered.
2. Candidates who do not receive feedback within a month from the deadline should consider their applications unsuccessful.
3. Posta Uganda is an equal opportunity employer. Women are particularly encouraged to apply.
4. Any form of lobbying or canvassing for appointment shall lead to automatic disqualification.
5. Candidates shall be required, among others, to present the following:
 - ☐ Endorsement Letter duly stamped by their Local Council 1 Chairperson
 - ☐ Three Reference Letters.
6. Prior to appointment on the job, Posta Uganda shall carry out independent reference checks for all the documentation mentioned above.



7. Applicants MUST indicate the position applied for on the top right-hand corner of the envelope in which the application is enclosed.
8. All Mail Handler job applicants MUST indicate the stations to which they prefer being deployed, as failure to do so will lead to automatic disqualification of the candidate.

Job Title:	Legal Officer (01 position)
Duty Station	GPO
Level:	Four (04)
Reports to:	Supervisor, Legal Services.

JOB DESCRIPTION:

To support the Supervisor, Legal Services in the management of legal affairs of the organization, and adequately defend the organization and maintain a vibrant legal/secretarial image.

Key Responsibilities:

1. Provide legal advice relating to civil disputes and criminal cases, and locate, interview and guide witnesses.
2. Conduct legal research for the preparation of court cases in which the organization has an interest.
3. Provide necessary information to external lawyers for proper execution of cases in which the organization has an interest, attend court sessions and assist in trials.
4. Represent the company in courts of law and tribunals.
5. Represent the company in any labor disputes in line with the Human Resource guidelines and policies.
6. Prepares legal documents on the instruction of the supervisor.



7. Interprets legal documents and enlighten staff on relevant legal affairs.
8. Prepare and submit weekly, monthly, and quarterly reports to the supervisor.
9. Attends meetings of all Management committees in the absence of the Manager, Legal Services.
10. Attends to correspondences as assigned and any other task as may be assigned from time to time.
11. Any other duties that may be assigned by the supervisor.

Key performance indicators:

- Conclude outstanding court cases.
- Submit reports on milestones registered.
- Legal compliance throughout the organization.

Minimum Qualifications and Experience:

- Bachelor of Laws (Hons).
- Diploma in Legal practice.
- Two years as an enrolled advocate of the High Court.
- Minimum Two (2) years relevant working experience

Other Competences:

- Good communication, organization, and public relations skills.
- Good knowledge of basic computer applications.
- Demonstrable proficiency in legal research.