



INSURANCE
APPEALS TRIBUNAL

JOB TITLE: REGISTRAR

Duties and Responsibilities

1. Responsible for the day to day management and administrative affairs of the Tribunal secretariat.
2. Performing judicial functions within jurisdiction at the Tribunal.
3. Representing the Tribunal in internal and external meetings;
4. Managing the proceedings in cases before the Tribunal, including the preparation of appeals for consideration by the Tribunal.
5. Receiving appeals, draw summons, and other related documents, processes paperwork related to hearings, issue hearing notices, maintains organized records of all Tribunal proceedings, prepare all documents and materials needed during a hearing, takes minutes at hearings.
6. Being responsible for the Tribunal's financial management, in accordance with the Public Financial Management Act and in particular preparing and implementing the budget.
7. Carrying out any other duties that may be assigned to him/her by the Chairperson.

Qualification and Work Experience

Qualification - Applicants should be Ugandans holding an Honours Bachelor's Degree in Law from a recognized University/Institution plus a Post Graduate Diploma in Legal Practice from the Law Development Centre or from a recognized Institution. - A Post Graduate qualification in Law; or Human Resource Management; or Business Administration from a recognized University / Institution will be an added advantage.

Working Experience - Applicants should have a minimum of Nine (9) years working experience in Legal Practice, three (3) of which should have been served at a Senior Level of Management in Government or a recognized institution.

Core Competencies: Public Sector Management, Results Orientation, Ethics and Integrity, Interpersonal, Communication and Computer Skills, Strategic Thinking, Negotiation Skills, Team Building, Conflict Management, Policy Development, Change Management, Research and Project Management Skills.

How to Apply:

Applications should be submitted to info@iat.go.ug or physically to The Insurance Appeal Tribunal, 7th Floor Rume Towers Lumumba Avenue

Deadline: 20th June 2025

Applicants should attach their up to date Curriculum Vitae (CV) with names and contacts of two (2) Professional and two (2) Character referees, a recent passport size photograph, certified copies of academic and professional certificates and transcripts and a copy of the National Identification Card

Please Note: -

- a) The Registrar shall be a person qualified to be a Registrar of the High Court and shall be appointed in consultation with the Justice Service Commission.
- b) Only shortlisted candidates will be contacted.
- c) In case of any inquiry, contact **Tel. No. 0414 674320** or e-mail info@iat.go.ug