

**Curriculum Vitae**  
**NAMAGANDA KASOZI JUDITH**  
Born: 07 January, 1982; Married and mother of four  
Ugandan  
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Qualifications: L.L.B Hons (MUK), Post Graduate Diploma in Legal Practice, Law Development Centre, Post Graduate Diploma in Public Administration and Management (UMI)

**Summary of Profile:**

1. Senior Immigration Officer in charge of Citizenship and Office of the Commissioner Passports and Citizenship Control, Directorate of Citizenship & Immigration Control (DCIC.) **June 2020 to date**
2. Immigration Officer in charge of Citizenship, Directorate of Citizenship and Immigration Control. **November 2018 to June 2020**
3. Deputy Supervisor Entebbe International Airport. **May 2014 to Nov 2018**
4. Head Prosecution, Directorate of Citizenship and Immigration Control
5. Immigration Officer in Legal and Investigation Department, Directorate of Citizenship and Immigration Control. **Jan 2008 to May 2014**
6. Legal Intern, Directorate of Public Prosecutions **2007**

**OVER 15 YRS WORK EXPERINCE**

**1.0 SENIOR IMMIGRATION OFFICER IN CHARGE OF CITIZENSHIP AND OFFICE OF THE COMMISSIONER PASSPORTS, DIRECTORATE OF CITIZENSHIP & IMMIGRATION CONTROL (DCIC)**

Period: **June 2020-to date**

**Accomplishments**

- Co-ordination and supervision of activities and staff in the department of Passports. Participated in the reorganization in the processes of the passport department to create seamless and user friendly processes for passport applicants in Uganda and improvement of welfare of staff.
- Spearheaded the drafting of both the Citizenship and Passport guidelines that were to be followed in the department and by our clients this later created a ground for amendment of Immigration laws.
- Participated in development on online procedures for both passport and citizenship processes. This greatly improved the efficiency of the entity.
- Drafted the standard operating procedures for the Contracts Committee as Secretary to the Contracts committee a committee where am serving for the third time.

- Served as the departmental professional secretary, organized meetings and timely communicated management decisions to staff and relevant stakeholders
- Budgeted for my section and handled human resource issues such as disciplinary, for the department in collaboration with the Human Resource Office
- Coordinated the activities of Immigration Officers that are deployed out of Uganda
- **Important Skills developed**
- Leadership and effective communications
- Team work and team building
- Interpersonal skills

## **2.0 OFFICER IN CHARGE OF CITIZENSHIP**

Period: **November 2018 to June 2020.**

### **Accomplishments**

- Demystified citizenship by interpreting immigration laws and other related laws and drafting user manuals on who a citizen of Uganda is according to the laws of Uganda.
- Successfully run an educational campaign to educate people about Uganda Citizenship with the Public Relations Office.
- Successfully moved the citizenship section from manual applications to digital/ on line processes.
- Legally advised on citizenship matters in the entity and other stakeholders such as NIRA and what should be done at citizenship verification and citizenship application to ease the processes.

## **2.0 DEPUTY SUPERVISOR ENTEBBE INTERNATIONAL AIRPORT**

- Deputy shift in charge of border management and Immigration issues at Entebbe International Airport which included issuing of travel documents, migration management of exit and entry into Uganda, revenue collection and remittance to the NTR account among others.
- Supervise other border officers and coordinating with other border agencies such as security organizations, airlines, URA.

Period: **May 2014 to-Nov 2018.**

### **Accomplishments**

- Successfully pioneered anti-human trafficking enforcement through vigilant border management and profiling of travelers. This led to bursting rackets which were involved in trafficking of persons.
- Successfully facilitated movement of people in and out of the country with adherence to immigration laws and protocols.
- Being in charge of migration border operations 24 hours a day and seven days every week.
- Managing deportations and organized departures.
- Part of the immigration technical team charged with the Development of the National Migration Policy.
- Part of the time that drafted the guidelines that should be followed by officers while

- clearing migrant workers especially to the Middle East.
- Prosecution of Immigration offenders

#### **Important Skills developed**

- Leadership and effective communications
- Instant Problem solving
- Interpersonal skills
- Border management
- Policy formulation processes
- Delivering with limited supervision

#### **Specialized Training**

- I received specialized training from Uganda Law Society in art of advocacy

### **3.0 HEAD INVESTIGATIONS AND PROSECUTIONS LEGAL DCIC**

Selected to be head the prosecution Unit in effort to strengthen Immigration laws and regulations in the country.

Period: **May 2014 to Jan 2008.**

#### **Responsibilities and accomplishments**

- To lead others officers in routine field enforcement operations to arrest illegal immigrants.
- Development of procedure manuals on migration enforcement and conducting of field operations within the powers of an immigration officer.
- Prepared monthly management reports and analysis of the sections performance against Key Performance Indicators (KPIs)
- Led immigration prosecution and during my time as Head Prosecutions, we successfully prosecuted over 920 immigration offenders at the various courts and deported quite a number of illegal immigrants.
- Drafting charge sheets and preparing files for sanctioning by the Resident State Attorney.
- Successful investigation of immigration related crimes including document forgery, passport related crime and citizenship matters.
- Constant liaison with Police to ensure safe custody of immigration offenders.
- Recommended controls and procedures to minimize passport fraud and child trafficking cases of foreigners using court orders.
- Prepared work-plans and forecasts for business of the section.
- Developed a directorate strategy for investigation, inspection and legal services across the country
- Developed strategic partnerships for DCIC's investigations, inspection and with other stakeholders. These were intelligence led joint operations with police, ESO, UPDF and the offenders were prosecuted in courts of law
- We developed a field investigation manual to guide the operations.

#### **Skills developed**

- Team leading and motivation

- Analytical skills
- Section organisation
- Court prosecution skills
- Security Document fraud investigation skills

#### **Specialized Training**

- I received specialized training from the International Law Institute –African Centre for Legal Excellency Institute in Professional Ethics and Integrity

#### **6.0 OTHER WORK EXPERIENCE**

##### **Legal Intern, Directorate of Public Prosecutions: 2007**

#### **Responsibilities and accomplishments**

- Helped my supervisor in reviewing files in order to establish the elements of the offences.
- Researched and prepared summaries for the supervisor
- Attended court with the supervisor and mastered the decorum of court

#### **Important Skills developed**

- Drafting of court documents
- Familiarized with court processes

#### **7.0 RESPONSIBILITIES AND ACCOMPLISHMENTS**

- Was part of the development of a client charter for the Entity
- Was part of the team that worked on the amendment of Immigration laws
- Was appointed secretary of the Contracts committee for the entity.
- Developed passport acquisition guidelines which are still in use to-date.
- Started the Prosecution Unit and worked with DPP to ensure that the entity is given mandate o prosecute

### **EDUCATIONAL BACKGROUND**

2011 - 2012	Uganda Management Institute	Diploma in Public Administration
2006 - 2007	Law Development	Diploma in legal

	centre	Practice
2002 - 2006	Makerere University kampala	Bachelor of Laws

#### EXTRA CURRICULAR ACTIVITIES

- Reading and interacting with people
- Volunteering in community based activities

#### REFEREES

- 1 Brig. Johnson Namanya Abaho  
Commissioner Citizenship and Immigration Control  
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- 2 Dr. Galukande Micheal  
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