

CURRICULUM VITAE

ALOWO FAITH DEBORAH

1.0. Contact Information

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2.0. Professional Summary

To pursue a career in the legal profession while providing client oriented advice and work. Experienced passionate lawyer with considerable speciality in Advisory and Compliance.

I am a hardworking, dynamic, open minded, self-driven and result oriented lawyer who treasures meeting new challenges and overcoming them while maintaining calmness and confidence under pressure with ability to adapt to new situations and work as an efficient team member.

3.0. Professional Competences

Skills Orally articulate with excellent written communication;

Computer skills: Working knowledge of computers (Ms Word, Excel)

Legal practice skills with the ability to draw reasonable, logical conclusions or probative assumptions from limited information as well as consider facts critically to ably anticipate potential areas of weakness in the opponent's arguments that must be fortified against.

Analytical skills with the ability to absorb large quantities of information and have such information distilled into manageable and logical findings.

Research skills with the ability to conduct research quickly and effectively to ensure that I understand my clients, their needs, and to preparing legal strategies in their defense or advance their cases.

People skills allowing me to work with people, on behalf of people, and the decisions that are made affect people's lives as well as interact with potential witnesses to obtain as much relevant information as is necessary to pursue the best possible result. This skill makes me personable persuasive and able to read others allowing me to gauge a person's reactions and their honesty.

Result oriented ensuring that the end goal is achieved and ensure that the end goal is achieved. Ability to learn and adapt quickly, internalize information and successfully adapt to new and challenging environment.

Proven personal integrity and reliable that has made me a dependable team-player and leader in all fields of employment and in my engagements with workmates and the clients.

Report writing skills that are exceptional and has enabled me keep track of my work and fulfil my responsibilities to the clients and employees.

Creativity in problem-solving allowing me to create possibilities through intense case analysis and thinking outside the box.

4.0. Current Employment

❖ **Manager Admin, HR and Compliance**

5th Floor Western Wing, Social Security House,
4 Jinja Road,
Kampala,
Uganda.

From: 1st January 2020 – to date

❖ **Key Responsibilities**

- Conducting research and drafting legal opinions.
- Management of the day-to-day operations of the Firm.
- Management of the administration of the firm's support functions, including: Administration, Human Resource, Marketing and Management of critical projects. The following are the specific tasks:

❖ ***Human Resource***

- Ensuring that JDs and targets for all staff are in place, and that staff are being properly reviewed by their supervisors on a monthly basis.
- Ensuring that there is a leave Rota in place, and that all work is smoothly redistributed during leave.
- Assessment of adequacy of skills to meet the firm's strategic objectives. Ensuring that Department Heads are fully aware of any skills gaps in their departments, as revealed by the Firm's strategy, and that steps are being taken to ensure that the gaps are filled in accordance with the Firm's strategy.
- Oversee and co-ordinate all recruitments by the Firm, and ensure that a robust process is followed to ensure that the Firm hires appropriate persons in line with its strategy.
- Oversee the Firm's administration Department to ensure its smooth functioning.
- Ensure that the Newspapers are monitored on a daily basis to ascertain opportunities that fall within the Firm's business focus.

❖ ***Compliance Officer – Ligomarc Advocates***

5th Floor Western Wing, Social Security House,
4 Jinja Road,
Kampala,
Uganda.

From: 1st January 2020 – to date

❖ ***Key Responsibilities***

- Ensuring that the Firm staff complies with all the statutory and regulatory requirements. I ensure that all the practicing advocates got their practicing certificates on time, the firm got its approval of chambers and PPDA certificate on time ;
- Creating internal controls and monitoring adherence to them such as carrying out periodic audits, spot checks on the different processes to ascertain if the internal processes are being adhered to and if not I come up with excellent solutions;
- Ensuring that interests of the firm and its clients are protected in respect to contractual arrangements by monitoring the monthly reports that are sent out to clients and carrying out client satisfaction surveys. These surveys have established that services offered by the Firm are excellent;
- Reviewing, updating and developing Firm policies and implementing the procedures there in and ensuring that the staff follows the set out procedures.

The policies have been communicated to the employees who have adhered to the same ;

- Carrying out audit on the internal processes to establish the risks, review breaches and monitor the compliance programs in every department. There after I come up with an audit report that addresses the findings;
- Organising management review meetings to address the risks and the compliance position of the Firm;
- Reviewing and carrying out trainings of the employees so as to keep abreast of the industry practices and ensuring that employees are trained.

5.0. Experience:

❖ Mediator/Reconciliator

Law Development Centre Legal Aid Clinic 1st Nov 2015 - 1st Oct 2019

- Carrying out mediation and reconciliations, court representation at Mwanga ii court, Nakawa Chief Magstrates Court and Kira Chief Magistrates Court. The mediation was in relation to civil cases and the reconciliations were in relation to criminal cases. The alternative dispute resolution was positively adopted by the courts and as such it reduced on the case backlogs. Furthermore even the court users who were ignorant about mediations and reconciliations embraced it.
- Interviewing clients who would walk into court and giving them appropriate legal advice where need be I would draft for them the necessary court documents.
- Supervision of intern students and the social worker.
- Participating in community outreaches in Adjumani and Zombo wherein I educated the attendees of their land rights and gender based violence. There after I wrote a report about the activities. Also went to secondary schools to educate the children on their rights and responsibilities.
- Training of fit persons on the diversion program in relation to children's rights and how to incorporate the juveniles back to the society.
- Meeting with various stakeholders in the juvenile justice system like Government officials, judicial officers, police, legal Aid service providers, and promoting diversion (diverting children from the formal

legal system to the informal system). Courts like Kira Chief Magistrate have adopted the diversion program.

- Drafting legal document legal documents such as complaints, written statements of defence, applications, affidavits, consent and mediation reports.
 - Preparing weekly, monthly and quarterly reports for the cases handled in the time period.
- ❖ Doing duty counsel with the Uganda Law Society where in I was providing free legal services for indigent clients who were in prison and educating them about the plea bargain, their right to bail, and drafting for them the necessary court documents. This program was held in Kira Chief Magistrates Court and Nakawa Chief Magistrates Court.

6.0. Academic Qualifications

Institution	Year	Qualification
University of Pennsylvania	2020	Effective Compliance Programs
East African School Of Taxation	2017-2018	Post graduate Diploma in Income and Revenue Administration
Law Development Center, Kampala	2014-2015	Post Graduate Diploma in Legal Practice
Makerere University Kampala	2010 – 2014	Bachelor of Laws
Kawempe Muslim Secondary School	2008– 2009	Uganda Advanced Certificate of Education
Kawempe Muslim Secondary School	2004 – 2007	Uganda Certification of Education

7.0. Referees

❖ **Ms. Susan Nabirye**
Senior Legal Officer, Legal Aid
Clinic Law Development Centre
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Phone: 0782643813

❖ **Ms Nancy Masendi**

Legal Officer, Legal Aid Clinic Law
Development Centre
Phone: 0782071671

❖ **His Worship Alan Nyakana**
Magistrate Grade 1 Chief
Magistrate Court of Mengo
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❖ **Mr. Innocent Ddamulira**
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