

## EMPLOYMENT OPPORTUNITIES AT



Justice Centres Uganda(JCU) is a Project of the Justice Law and Order Sector(JLOS) hosted and supervised by the Judiciary to provide legal aid. The Justice Centres are a one stop-shop with a broad range of legal aid services to all categories of vulnerable people within the community, identified through a means and merits test. Some of these services include; legal representation, alternative dispute resolution, referrals, awareness creation and outreach, as well as psychosocial support. The model used seeks to bridge the gap between the demand and supply sides of justice while at the same time empowering individuals and communities to claim their rights and demand for policy change. Justice Centres Uganda operates offices in Kampala, Tororo, Lira and Hoima, Masaka, Jinja and Fortportal; serving the Central, Eastern, Northern and Bunyoro regions respectively in Uganda.

Justice Centres Uganda invites applications from suitably qualified Ugandans to fill up the vacancies that have arisen, listed below:

### 1. JUSTICE CENTRE MANAGER (1 POSITION)

We seek a committed individual with excellent leadership and interpersonal skills, who is self driven, team oriented with the relevant legal experience to lead a Justice Centre Office at one of its regional Offices.

This position reports directly to the Manager Programmes and will be in charge of managing the regional Justice Centre. In Particular, the JC Manager will:

#### Key Responsibilities

- Provide overall leadership, guidance and supervision of all regional staff including legal officers.
- Manage regional projects and programmes as well as their budgets.
- Develop work plans and budgets for the Centre.
- Implement and track developed work plans; oversee and ensure regular monitoring and evaluation of JC workplan, processes and activities.
- Prepare monthly, quarterly and annual reports for submission to the National Office.

- Handle public relations as a representative and official contact and spokesperson person for the Justice Centre at regional level.
- Advocate for the principles, goals and objectives of the programme.
- Provide legal advice to clients and to legal officers on complex matters.
- Together with legal officers, determine which cases should go on to court for representation.
- Represent Justice Centres clients in Court.
- Support and provide legal and human rights education to clients and communities including participation in some outreach sessions to ensure quality and standards.
- Ensure an effective and functional referral system is in place.
- Handle referral of cases and clients.
- Be in charge of regular in house training sessions for staff.
- Review trends on matters registered at the clinic, and provide analysis so as to form the basis for advocacy.
- Spearhead research initiatives at the regional level to identify root causes of issues.
- Spearhead advocacy initiatives at the regional level.
- Build relationships with stakeholders and partners in the region of operation
- Attend and participate in District Coordination Committee meetings and activities.

### **Required Qualifications;**

1. Minimum of a Bachelors Degree in Law.
2. MastersDegree in Law or related field will be of added advantage.
3. Diploma in Legal Practice/enrolled Advocate with a valid practicing certificate
4. Any additional course or certificates in Management, Human Rights, Development studies and Alternative Dispute Resolution will be of added advantage.
5. 3-5 years of relevant legal and management experience in similar position and /or organisation.(experience working in the area of Legal Aid Provision.)Previous work with government, development oriented organizations or Legal Aid Service Providers is an added advantage.

### **Required Competencies**

Applicants for this position should be highly motivated and task oriented to achieve clear objectives within a specific period of time. They must be mature persons with sound judgement, good leadership skills, good analytical skills, ability to communicate both orally and in writing, ability to work as a team and motivate a team,ability to resolve operational issues and work under minimum supervision.

### **In addition they should have;**

- Knowledge of legal frameworks, human rights frameworks, principles and standards and issues affecting poor and vulnerable communities/ populations.
- Writing and organizational skills that lead to timely documentation and submission of reports.
- Good Interpersonal Skills
- Good planning and organizing skills
- An open and result oriented approach to work.
- Strong strategic thought and process facilitation skills.
- Strong Lobbying and Advocacy Skills.
- Managerial experience within a similar organization including law firm and Legal Aid Service Provider.
- Managing and supervisory skills.
- Experience working in the area of Legal Aid Provision.
- Ability to work with multi-cultural groups and in a multi-ethnic environment and gender sensitive.
- Knowledge of Financial management will be an added advantage.
- Willingness to work upcountry

## **2. LEGAL OFFICERS ( 4 POSITIONS)**

This position is under the direct supervision of the Justice Centre Manager and will work with a team of legal Assistants, paralegals and volunteers.

### **Responsibilities:**

- Provide legal advice and counselling to clients.
- Provide technical support for the development of an outreach and advocacy strategy by the JC.
- Oversee and supervise paralegals and community volunteers.
- Undertake community outreach sessions.
- Run the Mobile Legal Aid Clinics.
- Conduct training sessions for key stake holders and communities in human rights issues.
- Represent clients in court.
- Undertake research and document lessons and results.
- Prepare regular work plans and reports.
- Participate in weekly in house training sessions.

## **Required Qualifications & Experience:**

1. A University degree in Law.
2. Diploma in legal practise and **must** be an enrolled advocate of the High Court with a valid practicing certificate.
3. Minimum of 2 years relevant experience in legal practice.
4. Experience with legal aid service provision is an added advantage.

## **Required Competencies:**

- Proven experience working on legal aid issues and /or legal aid organisations; experience working with indigent is an added advantage.
- Proven appreciation of human rights issues.
- Gender responsiveness.
- Lobbying and Advocacy Skills.
- Experience in coordinating advocacy campaigns.
- Ability to mobilize communities and work with volunteers.
- Proven team building and supervisory skills.
- Good communication and presentation skills.
- Proven training and facilitation skills.
- Willingness to work upcountry.

### **3. LEGAL ASSISTANTS (6 POSITIONS)**

Reports to the Legal Officer.

#### **Responsibilities:**

- Support the legal officers in handling clients at the Centre.
- Support the legal officers in outreach campaigns.
- Conduct while you wait sessions at the Centre.
- Mediate disputes as recommended by the Legal Officer.
- Undertake legal research, investigations and fact finding operations to establish underlying causes of the legal disputes in order to facilitate dispute resolution.
- Document and analyse human rights abuses within the region covered by the JC.
- Prepare for court cases; draft legal documents and file documents for court where litigation is an option.
- Hold internal meetings with Legal Officer and JC Manager to discuss merits of cases, strategy and alternative options.

## **Required Qualifications & Experience:**

1. University degree in Law with a diploma in legal practice
2. Enrolled as an Advocate of the High Court
3. A practicing certificate will be of added advantage
4. Minimum experience of 1-2 years of relevant experience.

## **Competences:**

1. Knowledge of human rights and alternative dispute resolution
2. Good Interpersonal skills
3. Good communication and presentation skills
4. Willingness to work upcountry

## **4. FINANCE AND ADMINISTRATION OFFICERS (3 POSITIONS)**

Reports to the Finance and Administration Manager and responsible for the smooth operation of the regional Centre and accountability for resources advanced to the Centre.

### **Responsibilities:**

- Prepare monthly, quarterly and annual financial reports for the Justice Centre.
- Ensure implementation of JCU finance policies and procedures at the Centre
- Remit applicable staff salary deductions including VAT, PAYE, NSSF and LST.
- Ensure strict adherence to the Centre budget.
- Update the JCU accounting system with day-to-day transactions.
- Manage Centre Petty Cash.
- Maintain the assets register and ensure proper custody.
- Purchase, store and manage office supplies.
- Prepare monthly cash and bank reconciliations.
- Implement human resource and administrative policies and procedures.

### **Required Qualifications and Experience:**

1. Degree in accounting
2. A minimum of 2 years related experience.
3. Proficiency in MS Excel and computerised accounting systems will be added advantage.

## **Required Competences:**

1. Planning and Organisation skills; ability to multitask
2. Stores management skills.
3. Integrity and honesty.
4. Good interpersonal skills.
5. Willingness to work upcountry.

## **5.HUMAN REOURCES OFFICER (1 Position)**

The position maintains and enhances implementation of the organisations human resource and administrative function including; recruitment, staffing, training, performance monitoring, employee welfare and exit management.

The position will be expected to coordinate actions relevant to administration of human resource activities; recruitment, leave management, placement, transfers, performance appraisals, contract renewals.

## **Key Responsibilities:**

1. Implement human resource and administrative policies and procedures.
2. Facilitate entire recruitment and selection process of new staff including screening, interviewing, reference checks and job offers.
3. Prepare and issue contract letters to newly recruited staff and facilitate and coordinate all orientation activities.
4. Maintaining and updating staff personnel files.
5. Track and maintain employee leave records.
6. Coordinate performance management activities; ensure timely completion of performance appraisals for every appraisal period.
7. Establish and compile list of training needs for every staff member according to the needs assessment Provides advice and support to managers and staff on HR related matters.
8. Coordinate and track regular in house training sessions for staff and other training initiatives undertaken.
9. Handle all HR related grievances and implementing disciplinary procedures
10. Promote employee wellness and employee retention.
11. Manage staff exits and ensure all documentation related to exits is properly filled and filed.
12. Management of Volunteers and Interns during their stay with JCU
13. Maintain database of volunteers and interns.

## **Required Qualifications and Experience:**

1. Degree in Human Resource Management **OR**
2. A degree in social sciences with a bias in personnel or HR management and a PGD in Human resource management
3. 2-3 years progressive HR experience

## **Required Competences:**

1. Excellent Knowledge of Human Resources administration
2. Knowledge of Employment/labour laws
3. Knowledge of Human resource best practices, policies, processes and procedures
4. Knowledge of labour laws
5. Performance review and evaluation skills.
6. Excellent interpersonal skills
7. Good social and Communication skills
8. Planning and organizing skills
9. Team working abilities
10. Highly ethical in as far as observing organizational values with a high level of integrity.

## **6. PARALEGAL OFFICERS (5 Positions)**

Under the direct supervision of Legal Officer

### **Responsibilities:**

- Receive clients and manage front desks.
- Conduct detailed interview to establish facts, issues.
- Conduct 'Means and Merit Test' to ascertain eligibility for legal aid.
- Manage filing system in office.
- Provide basic legal advice.
- Undertake investigation and research to provide legal officers with information when required.
- Conduct paralegal clinics in communities.
- Attend court to identify persons who need legal aid.
- Participate in awareness sessions for clients e.g. in communities.
- Prepare weekly output reports

## **Required Qualifications& Experience:**

1. Diploma in law.
2. 1 year's experience with a law firm or legal aid NGO
3. Demonstrable computer knowledge and applications and good interpersonal skills.

## **Competences:**

1. Willingness to work upcountry
2. Demonstrable computer knowledge and applications
3. Good interpersonal skills.

## **HOW TO APPLY:**

Candidates with the necessary qualifications, skills and experience should submit an application letter,a current CV and copies of their academic and professional certificates. Applications should indicate a daytime telephone contact, email address and include three professional referees.

Applications should be addressed to the National Coordinator Justice Centres, **Chamber F6 High Court Building, P.O. Box 26365 Kampala, Uganda.** Mark the envelop with the position applied for.

**The closing date for receiving of applications is 23<sup>rd</sup> April 2015 at 5.00pm**

**While we thank all applicants for their interest, only shortlisted candidates will be contacted.**