

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, Mmengo, Tororo, Lira, 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, management 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 a 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. 3-5years of relevant legal and management experience in a similar position and /or organization experience working in the area of Legal Aid provision and previous work with Government, development oriented organizations or Legal Aid Service Providers.

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.
- Financial management skills and experience from a similar organization/legal aid service provider
- Writing and organizational skills that lead to timely documentation and 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.
- Mediation and ADR skills
- 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.
- **MUST BE WILLING TO WORK UPCOUNTRY**

2. **LEGAL OFFICERS (6 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.
- Conduct mediations
- 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 practice; **MUST** be an enrolled advocate of the High Court with a **VALID** practicing certificate.
3. Minimum of 2 years relevant experience in legal practice/ Court room experience
4. Experience with Legal Aid service provision; Proven experience working on legal aid issues and /or legal aid organisations; experience working with indigent is an added advantage.

Required Competencies:

- Proven appreciation of human rights issues.
- Passion for working with the indigent in society
- 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.

MUST BE WILLING 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. A University degree in Law.
2. Diploma in legal practice; **MUST** be an enrolled advocate of the High Court with a **VALID** practicing certificate.
3. Minimum of 1year's relevant experience in legal practice/ Court room experience
4. Experience with Legal Aid service provision; Proven experience working on legal aid issues and /or legal aid organisations; experience working with indigent is an added advantage.

Competences:

1. Knowledge of human rights and alternative dispute resolution
2. Good Interpersonal skills
3. Good writing skills
4. Good communication and presentation skills
5. **MUST BE WILLING TO WORK UPCOUNTRY**

HOW TO APPLY:

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

Applications should be addressed to the National Coordinator, Justice Centres Uganda, **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 Friday 31 July, 2015 at 5.00pm

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