



JUSTICE CENTRES UGANDA

EMPLOYMENT OPPORTUNITIES

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 in 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 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, FortPortal, Masaka, Jinja and Hoima.

JUSTICE CENTRES UGANDA HAS JOB OPENINGS FOR THE FOLLOWING POSTS:

1. JUSTICE CENTRE MANAGER (2 POSITIONS)

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

Responsibilities

- Provide overall guidance and supervision of regional staff including legal officers.
- Develop work plans and budgets.
- Manage regional projects and programmes as well as their budget.
- 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.
- Oversee and ensure regular Monitoring and Evaluation of JC processes and activities.
- 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 Clients in Court.
- Manager staff at the Centre.
- 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 advocacy initiatives at the regional level.
- Spearheads research initiatives at the regional level to identify root causes of issues.
- Build relationships with stakeholders and partners in the region.
- Identify matters that can be used as test cases and advise NCO on way forward.
- Attend and participate in District Coordination Committee meetings and activities.
- Prepare monthly, quarterly and annual reports for submission to the National Coordinator.

Required Competencies

- Knowledge of legal frameworks, human rights frameworks, principles and standards and issues affecting poor and vulnerable communities/ populations.
- An open and result oriented approach to work.
- Strong strategic thought and process facilitation skills.
- Strong advocacy skills.
- Experience in managing a similar organization including law firm and or Legal Aid Service Provider.
- Planning, management and team building skills.
- Proven experience managing and supervising personnel.
- Knowledge of Financial management will be an added advantage.
- Some 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.

REQUIRED QUALIFICATIONS;

Education:

Degree in Law, Diploma in legal practice and enrolled Advocate with a valid practicing certificate. Additional educational qualifications in related fields, as well as finance, administration or HR added advantage.

Work experience: 3-5 years of relevant experience in similar position or equivalent.

Other skills: Managerial skills, basic financial skills.

AGE: 30-45 years.

2. LEGAL OFFICERS(advocates) (5POSITIONS): (both in centre and outreach & advocacy)

Under the direct supervision of the Justice Centre Manager; 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 Clinic.
- 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 Competencies

- Court experience of 2-3 years
- Proven appreciation of human rights issues.
- Experience in coordinating advocacy campaigns.
- Good research and writing skills
- Proven team building and management skills.

- Good communication skills.
- Proven training and facilitation skills.

QUALIFICATIONS;

Education: Degree in Law, Diploma in legal practice and enrolled Advocate with a valid practicing certificate.

Work experience: Minimum of 2-3 years relevant experience in legal practice.

Other skills: Experience with legal aid service provision is an added advantage.

Age: 25-35 Years.

3. LEGAL ASSISTANTS(enrolled advocates) (2 POSITIONS);

Reports to the Legal Officer.

Responsibilities;

- Represent clients in court
- Conduct in outreach campaigns.
- Conduct while you wait sessions in the centre.
- Mediate disputes
- 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 court cases where litigation is an option.
- Hold internal meetings with Legal Officer and JC Manager to discuss merits of cases, strategy and alternative options on cases.
- Liaise with JLOS institutions.

Education: University degree in law and a diploma in legal practise, must be enrolled.

Work experience: Minimum experience of 1-2 years of court experience.

Other skills: Human rights knowledge

Age: 25 – 30 years.

4. PARALEGAL OFFICERS (8 Positions);

Under the direct supervision of Legal Officer; Key Responsibilities include:

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.
- Draft legal documents for Legal Officers.
- Supervise Community Based Volunteers.
- Conduct paralegal outreaches in communities.
- Attend court to identify persons who need legal aid.
- Participate in awareness sessions for client.s, women, children etc
- Prepare regular reports.
- Maintain data base of referrals for follow up.

Qualifications

Education: A diploma in law.

Work experience: At least 1 year experience with a law firm or legal aid CSO

Other Skills: Demonstrable computer knowledge and applications and good interpersonal skills. Ability to ride a motor cycle.

Age: 25 – 50 years

5. LEGAL VOLUNTEERS;

Education: Applicants should have a law degree, completed Law Development Centre and looking forward to enrollment.

6. DRIVERS (2 POSITIONS)

Under the direct supervision of Finance and Administration Officer for NCO

Responsibilities;

- Carry out errands on behalf of JCU both in and out of the office.

- Vehicle Maintenance
- Requisition for and accountability of vehicle related expenses.
- Driving JCU staff by providing reliable and secure driving services.
- Keeping the vehicle clean at all times.
- Any other lawful duties assigned to you by the supervisor and or other superiors.

Qualifications:

- *Education:* Minimum of O'level, Possession of Valid Driving Permit, in the classes of B, CM, and DL.
- *Work experience:* Minimum of 5 years of relevant working experience.
- *Other Skills:* Good communication and interpersonal skills, fluency in English (Written and Oral). Ability to ride a motor cycle and mechanical knowledge is an added advantage.
- *Personal Attributes;* High Integrity, Flexible, Accountable, good team player, obedient.
- *Age:* 27 – 45 years.

7. INTERNS AND OTHER VOLUNTEERS IN OTHER DISCIPLINES:

INTERNS AND VOLUNTEERS FROM THE FIELDS OF LAW, SOCIAL WORK(COUNSELING) FINANCE AND ADMINISTRATION, RESEARCH, MASS COMMUNICATION IT ARE ALSO WELCOME TO EXPRESS INTEREST IN INTERNING AND Or VOLUNTEERING WITH JCU.

APPLICATION CRITERIA;

Interested applicants should forward their applications including cover letter, cv and academic documents showing contact telephone numbers & email addresses of 3 referees and copies of academic documents to;

**THE NATIONAL COORDINATOR,
JUSTICE CENTRES UGANDA,
CHAMBER F6 HIGH COURT BUILDING
P.O.BOX 26365 KAMPALA, UGANDA.**

The closing date for receiving of applications is Tuesday 30th September 2014 at 5.00pm.

Only shortlisted candidates will be contacted for interviews.