



CAREER OPPORTUNITIES WITH UGANET

LEGAL OFFICER (1)

Uganda network on Law, Ethics and HIV/AIDS (UGANET) is a Non-Government Organization that was established with a mandate to contribute to the national efforts in addressing human rights, ethical and legal challenges that arise in the context of HIV, health and gender. UGANET focuses on creating an enabling environment and to strengthen human rights and legal environment in the national HIV response.

UGANET specialize in promotion of social and legal protection of vulnerable persons in the context of Human rights, Health, HIV and gender equality through Legal Aid service provision, Advocacy and strategic litigation, strengthening partnerships and training, and gender and VAW/G prevention.

UGANET is seeking to add to her team, through recruitment of professional, committed, competent, innovative and creative individuals to join her team of social justice advocates in the following position, based in **Kampala**;

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About the role:

The holders of this position will work with and support the head of Legal aid and community Justice. Legal work is team work and two strong leaders complement each other. The workload will be heavy and require the Head to find an officer that will ease the load and deliver an effective program.

Specific Functions

- a) Prepare, file and plead cases, initiate and pursue legal proceedings on behalf of UGANET clients
- b) Research and prepare legal opinions on various civil matters in respect of UGANET clients

- c) Draft and/or review legal letters, contracts and agreements and monitor legal obligations for UGANET and its clients under agreements to ensure compliance, as requested.
- d) Cause to be maintained, a database of the status of all client court and other matters
- e) Assist in the formulation, implementation and/or amendment of UGANET policies.
- f) Provide sound legal advice to UGANET and make recommendations to Management as necessary.
- g) To schedule and professionally carry out mediation and reconciliation amongst UGANET clients, their families and all related parties to the conflicts in question
- h) To liaise with local leaders, community and opinion leaders, family members, the Police institution and Court officials in amicably reaching effective solutions for UGANET clients
- i) To carry out outreach activities in community or hospitals, HIV service Provision organizations in order to reach persons living with and affected by HIV/AIDS with legal support services.
- j) Submit to the Head of Legal aid timely and detailed and accurate reports of cases handled and status in weekly/ monthly period
- k) To prepare timely and accurate activity and progress reports on the work undertaken on UGANET'S behalf.
- l) To attend meetings and represent UGANET at other forums as directed from time to time and prepare reports for the same.
- m) Participate in development of manuals and training material to be used in all UGANET training programs.
- n) Work well and maintain contact with community paralegals
- o) Maintain comprehensive electronic and hard copy files of all cases at the District.
- p) Prepare success stories and material for the Website and other Public relational documents

Required Academic Qualifications, Experience and Person specifications:

- Minimum of a Bachelor's Degree in Law from an accredited Institution.

- Post Graduate Diploma in Legal Practice; MUST be an Enrolled Advocate of the High Court with a **VALID** Practicing Certificate.
- Minimum of 2-3 years' relevant experience in legal practice/ Court room experience
- At least one year's experience in provision of Legal Aid Services either as a regular staff or Volunteer in a professional setting. **Skills:**
- Excellent communication skills, knowledge of other languages and experience in community work is of an added advantage. He/she should have advanced working knowledge of Microsoft word, PowerPoint, excel and publisher

APPLICATION PROCESS AND TIMELINE

How to apply: Submit a **cover letter** stating why you are the best candidate for the role plus a **Curriculum Vitae** highlighting past accomplishments relevant for this role.

Deadline: Submit your application by **17th September 2021 5pm EAT** via email to applications@uganet.org

Note:

UGANET does not discriminate on any possible ground be it racial, origin, and tribal, sexual or otherwise that violates a right of equality for all humankind.