



CAREER OPPORTUNITIES WITH UGANET

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 specializes in promotion of social and legal protection of vulnerable and indigent 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 recruit vibrant, professional, committed, competent, innovative and creative individuals to join her team of social justice advocates in the following positions;

SUMMARY -ADVERT

Position (s)	HEAD, LEGAL AID AND COMMUNITY JUSTICE	LEGAL OFFICERS	LEGAL ASSOCIATES
Level	Senior Management Position	Program Officer	Field officer
Reports to	Executive Director	Head, Legal aid and Community Justice	Head, Legal Aid and Community Justice
Supervises:	7 legal officers and 4 Legal associates	None	None
Desired Qualities	Team player, strong leader, proven track record in court processes.	Dynamic, proven track record in court processes Self-starters, courteous, friendly and patient with vulnerable clients	Community friendly, Self-starters, courteous, friendly and patient with vulnerable clients.
Duty Station/ No. of Positions	Kampala (1 Position)	Yumbe District (2) and Lamwo District (2)	Yumbe District (1) and Lamwo District (1)
Required Academic Qualifications, Experience	1. Minimum of a Bachelor's Degree in Law from an accredited Institution. 2. Post Graduate Diploma in Legal	1. Minimum of a Bachelor's Degree in Law from an accredited Institution. 2. Post Graduate Diploma in Legal Practice; MUST be an Enrolled Advocate of the	1. Minimum of a Bachelor's Degree in Law from an accredited Institution. 2. Minimum of 2-3 years' relevant experience in legal support

<p>and Person specifications:</p>	<p>Practice; MUST be an Enrolled Advocate of the High Court with a VALID Practising Certificate.</p> <p>3. Minimum of 5 years' relevant experience in legal practice/ Court room experience</p> <p>4. At least three years' experience in provision of Legal Aid Services with team leadership experience.</p>	<p>High Court with a VALID Practising Certificate.</p> <p>3. Minimum of 2-3 years' relevant experience in legal practice/ Court room experience</p> <p>4. At least one year's experience in provision of Legal Aid Services either as a regular staff or Volunteer in a professional setting.</p> <p>5. Experience working in the humanitarian setting with knowledge of Local ecosystems</p>	<p>experience.</p> <p>3. At least one year's experience in provision of Legal Aid Services either as a regular staff or Volunteer in a professional setting.</p> <p>4. Experience working in the humanitarian setting with knowledge of Local ecosystems</p>
<p>Skills:</p>	<p>Proven team leadership experience, 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</p>	<p>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</p>	<p>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</p>

JOB DESCRIPTIONS

1. HEAD, LEGAL AID AND COMMUNITY JUSTICE

About the Role:

Level 2	Senior Management Position
Reports to	Executive Director
Qualification	Legal
Supervises:	7 legal officers and 4 Legal associates
Desired Qualities	Team player, strong leader, proven track record in court processes.
No. of Positions	1
Duty Station	Kampala

Over the past 14 years, UGANET has run 5 nationally distributed legal aid clinics. It has registered successes but recognized areas it could have done better. Through this strategic period, UGANET hopes to build on the gains of the past period and draw lessons to running a more effective legal aid program.

It has proposed a beam light model of legal aid – where a legal team of lawyers and advocates based at UGANET secretariat and district field offices will harness team effort, talents, work through cases together and make strategies to better enrich the clients and communities that are spread all through the 5 regions of UGANET's focus. UGANET has 133 paralegals in the 54 communities that will ensure vibrant engagement at community level, interface of complaints in the first instance and refer them for action to this team of lawyers.

The beam light model will require a strong head of department, able to build a team and work with it to deliver a strong legal aid program.

The Head Legal aid and community Justice will have the primary responsibility to technically backstop all legal officers, set standards for legal aid, initiate training and capacity building for the team and, rejuvenate community systems

Specific functions

- (a) Provide leadership and technical Support for Legal aid and community justice program through building a team, working with it to enhance their capacity to carry out their roles. In this case the leader is expected to provide Litigation support to legal officers on client files by researching on difficult cases and providing legal strategy.
- (b) Lead the Development of manuals and training material to be used in all UGANET legal aid training programs
- (c) Support, Monitor and evaluate performance of Legal Officers to the extent of their fulfilling their terms of contract and furtherance of UGANET's objectives. The head will take lead in managing results – reports and performance plans for the legal aid program.
- (d) Proofread each project's quarterly donor report prior to its submission to the donor and make suggestions to the projects, as needed, for improving the quarterly report, focusing on monitoring and evaluation of each project per its specific goals and objectives
- (e) Work in close collaboration with the project staff and UGANET's management team to ensure the successful and timely completion of the program according to its stated objectives
- (f) Ensure that UGANET meets all legal requirements as an institution licensed to practice law. This includes ensuring that regional and secretariat offices are equipped with appropriate Legal Resources.
- (g) Ensure staff have all legal requirements to practice law i.e. valid licenses, Practicing certificates, professional attire and Identification, etc.
- (h) Ensure that Lawyers conduct themselves in a professional, ethical and honest manner, giving attention to UGANET outputs and clients.

- (i) Work towards promoting UGANET's visibility of Legal Aid Services amongst donors, partners and Government.
- (j) Give attention to daily running of the legal aid program based legal services in terms of Human resource affairs, logistical requirements, and actual legal aid service delivery.
- (k) Represent UGANET when needed, with partners, donors and government office
- (l) Identify and inform the Executive Director of any concerns and/or issues as soon as possible and recommend action for resolution.
- (m) Maintain comprehensive electronic and hard copy files of all cases, Partners correspondences and a clear record of all activities carried out by you.
- (n) Prepare 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 5 years' relevant experience in legal practice/ Court room experience
- At least three year's experience in provision of Legal Aid Services with team leadership experience.

Skills:

- Proven team leadership experience, 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

2. LEGAL OFFICER

About the role:

Level 3	Program Officers
Reports to	Head, Legal aid and Community Justice
Supervises:	None
Qualifications	Lawyers with valid PC's
Desired qualities	Dynamic, proven track record in court processes Self-starters, courteous, friendly and patient with vulnerable clients
No. of Positions	4
Duty Station	Yumbe District (2) and Lamwo District (2)

The holders of this position will work with and support the head of Legal aid and community Justice in the humanitarian Jurisdiction of Yumbe and Lamwo. Legal work is team work and two strong leaders complement each other. The workload will be heavy and

require 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 documents, contracts and agreements and monitor legal obligations for UGANET and her clients provided under specific agreements to ensure compliance.
- d. Cause to be maintained, a database of the status of all client court and other matters
- e. Provide sound legal advice to UGANET and make recommendations to Management as necessary.
- f. To schedule and professionally carry out mediation and reconciliation amongst UGANET clients, their families and all related parties to the conflicts in question
- g. 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
- h. To carry out outreach activities in the host communities, Refugee camps, hospitals, HIV service Provision organizations and other localities that house our target clientele.
- i. Submit to the Head of Legal aid timely and detailed and accurate reports of cases handled and status in weekly/ monthly period
- j. To prepare timely and accurate activity and progress reports on the work undertaken on UGANET'S behalf.
- k. To attend meetings and represent UGANET at other forums as directed from time to time and prepare reports for the same.
- l. Participate in development of manuals and training material to be used in all UGANET training programs.
- m. Work well and maintain contact with community paralegals
- n. Maintain comprehensive electronic and hard copy files of all cases at the District.
- o. 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.
- Experience working in the humanitarian setting with knowledge of Local ecosystems

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

3. LEGAL ASSOCIATE

About the role:

Level 4	Field officers
Reports to	Head, Legal Aid and Community Justice
Supervises:	None
Desired qualities	Community friendly, Self-starters, courteous, friendly and patient with vulnerable clients.
No. of Positions	2
Duty Station	Yumbe District (1) and Lamwo District (1)

The holders of this position will work with and support the head of Legal aid and the Legal Officer in the Humanitarian areas of Yumbe or Lamwo district.

Specific Functions

- a. Research and prepare legal opinions on various civil matters in respect of UGANET clients
- b. 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.
- c. Interview clients and maintain, a record of all client cases and other matters
- d. Provide sound legal advice to UGANET and make recommendations to Management as necessary.
- e. To schedule and professionally carry out mediation and reconciliation amongst UGANET clients, their families and all related parties to the conflicts in question
- f. 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
- g. To carry out outreach activities in the host communities, Refugee camps, hospitals, HIV service Provision organizations and other localities that house our target clientele.
- h. Submit to the Head of Legal aid timely and detailed and accurate reports of cases handled and status in weekly/ monthly period

- i. To prepare timely and accurate activity and progress reports on the work undertaken on UGANET'S behalf.
- j. To attend meetings and represent UGANET at other forums as directed from time to time and prepare reports for the same.
- k. Participate in development of manuals and training material to be used in all UGANET training programs.
- l. Work well and maintain contact with community paralegals
- m. Prepare success stories and material for the Website and other Public relational documents

Required Academic Qualifications, Experience and Person specifications:

4. Minimum of a Bachelor's Degree in Law from an accredited Institution.
5. Minimum of 2-3 years' relevant experience in legal support experience.
6. At least one year's experience in provision of Legal Aid Services either as a regular staff or Volunteer in a professional setting.
7. Experience working in the humanitarian setting with knowledge of Local ecosystems

Skills:

8. 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

HOW TO APPLY:

Candidates with the necessary qualifications, competences, skills and experience should submit their application letter and a current CV in one **Pdf or Word** document and copies of their certified academic/professional certificates. Applications should **specify the position applied for and the location**, indicate their telephone contacts, email address and include three professional referees.

The closing date for receiving of applications is **Wednesday 13th September, 2023 at 5.00pm**

NOTE;

1. **That any Applicant who applies for MORE THAN ONE POSITION or sends an application letter and CV that are not merged into one Pdf or Word document will be automatically disqualified.**
2. **That Only Shortlisted candidates will be contacted**

Applications should be addressed to; **Executive Director, UGANET Plot 19, Valley Road Ministers' Village, Ntinda-Kampala or Send your Application via email: applications@uganet.org**

Please visit our website: www.uganet.org for full Advert and JDs or Contact us on 0414574531 for any more information