

CAREER OPPORTUNITIES WITH UGANET

The Uganda Network on Law, Ethics and HIV/AIDS (UGANET) is a non-governmental organization established in 1995 with a mandate to contribute to national efforts to address human rights, ethical, and legal challenges arising in the context of health, HIV, and gender.

UGANET specializes in promoting social and legal protection for vulnerable and marginalized populations, with a particular focus on health rights, HIV, and gender equality.

UGANET invites applications from qualified, committed, and innovative professionals to join its team in the following positions:

Position 1: Head Legal Aid and Community Justice

Duty Station: Kampala

Level 2	Senior Management Position
Reports to	Executive Director
Supervises:	8 positions, (6 legal officers and 2 Legal associates)
Contract type	Full-time
Salary Scale	Level 2

About this role:

The Head Legal Aid and community Justice has a primary responsibility to technically backstop all legal officers, legal assistants and Legal Associates, mobilise resources for continuity and set standards for legal aid, initiate training and capacity building for the team and, build capacity of community structures.

Job Purpose

The Head of Legal Department provides strategic leadership and oversight of the organization's legal aid, litigation, advocacy, and legal empowerment programs. The role ensures high-quality, ethical, and impactful legal services for vulnerable and marginalized populations while strengthening the organization's influence on access to justice and law reform.

Key Responsibilities

1. Strategic Leadership & Management

- Lead the overall legal strategy in line with the NGO's mission and strategic plan.
- Develop departmental work plans, budgets, and performance targets.
- Provide technical leadership to Legal officers, Legal Assistants, paralegals, and legal interns.
- Ensure compliance with national laws, donor requirements, and professional ethics.

2. Legal Aid & Case Management

- Oversee legal advice, representation, and referral services for clients.
- Supervise strategic litigation, public interest cases, and impact litigation.
- Ensure proper case documentation, reporting, and data management.
- Establish quality assurance systems for legal services delivery.

3. Litigation & Legal Representation

- Lead and coordinate court litigation, including constitutional, civil, criminal, and human rights cases.
- Appear in court for high-impact or complex cases when required.
- Mentor junior lawyers on litigation strategy, legal drafting, and advocacy.

4. Advocacy, Policy & Law Reform

- Lead legal research and policy analysis on access to justice, human rights, and rule of law.
- Contribute to law reform initiatives, strategic advocacy, and public interest campaigns.
- Represent the organization in legal networks, coalitions, and policy dialogues.

5. Legal Education & Community Outreach

- Guide the design and implementation of legal awareness and legal empowerment programs.
- Support training of community paralegals and local justice actors.
- Promote alternative dispute resolution (ADR) mechanisms where appropriate.

6. Partnerships & Representation

- Liaise with JLOS, Uganda Law Society, Legal Aid Service Providers Network (LASPNET), CSOs and other government institutions.
- Represent the organization in stakeholder meetings and donor engagements.

7. Monitoring, Evaluation & Reporting

- Prepare technical legal reports for management, donors, and regulators.
- Contribute to proposal development, donor reports, and program evaluations.
- Track legal outcomes, impact indicators, and lessons learned.

Qualifications & Experience

Education

- Bachelor of Laws (LLB) from a recognized institution.
- Postgraduate Diploma in Legal Practice (Bar Course).
- Master's degree in Law, Human Rights, or related field is an added advantage.

Professional Requirements

- Enrolled Advocate of the High Court of Uganda (or relevant jurisdiction).
- Valid practicing certificate.

Experience

- Minimum 7–10 years of progressively responsible legal practice.
- At least 3–5 years in a leadership or supervisory role, preferably in legal aid, human rights, or public interest law.
- Demonstrated experience in litigation, legal aid programming, and advocacy.

Key Skills & Competencies

- Strong leadership and people management skills.
- Excellent legal drafting, research, and oral advocacy skills.
- Strategic thinking and decision-making ability.
- Strong understanding of Access to Justice, human rights, and legal aid frameworks.
- Excellent communication, negotiation, and stakeholder engagement skills.
- High ethical standards and commitment to social justice.

Position 2: Human Resource Consultant

Duty Station: Kampala

Level 2	Senior Management Position
Reports to	Executive Director
Supervises:	N/A
Contract type	Short-term Consultancy (with deliverables)
Salary Scale	Level 2

About this role:

The Human Resource Consultant will provide technical expertise and advisory services to strengthen the organization's human resource systems, policies, and practices in line with Uganda Labour Laws, donor requirements, and best HR management standards for NGOs.

Key Responsibilities & Scope of Work

1. HR Systems & Policy Development

- Review existing HR policies, manuals, and procedures for compliance with the Employment Act (2006) and other relevant Ugandan labour laws.
- Develop or update HR manuals, staff handbooks, and HR SOPs.
- Advise on organizational structure, staffing norms, and job grading systems.

2. Recruitment & Staffing Support

- Support recruitment processes including job descriptions, advertisements, shortlisting, interviews, and onboarding.
- Develop recruitment tools and selection criteria aligned with equal opportunity and safeguarding standards.
- Support induction and orientation processes for staff and consultants.

3. Performance Management & Staff Development

- Review or design performance appraisal systems and tools.
- Support implementation of performance management frameworks.
- Conduct HR capacity-building sessions for management and staff.

4. Compensation, Benefits & Payroll Advisory

- Advise on salary scales, benefits structures, and allowances for equity and competitiveness within the NGO sector.
- Advise on statutory deductions (NSSF, PAYE, local service tax).
- Support payroll compliance and HR record-keeping systems.

5. Employee Relations & Compliance

- Provide guidance on disciplinary procedures, grievance handling, and conflict resolution.
- Ensure compliance with labour laws, contracts, and workplace policies.
- Advise on termination, exit management, and contract renewals.

6. Safeguarding, Gender & Inclusion

- Support development and implementation of safeguarding, child protection, and PSEAH policies.
- Promote gender equality, diversity, and inclusion in HR practices.

7. HR Audit & Reporting

- Conduct HR audits and prepare findings and recommendations.
- Prepare consultancy reports, tools, and documentation for management and donors.
- Provide actionable recommendations for sustainable HR systems.

Qualifications & Experience

Education

- Bachelor's degree in Human Resource Management or related field.
- Master's Degree or Postgraduate qualification in HRM or Organizational Development is an added advantage.

Experience

- Minimum 7 years' experience in human resource management.
- Proven experience providing HR consultancy services to NGOs or donor-funded projects.
- Strong knowledge of Ugandan labour laws and NGO compliance requirements.

Key Competencies & Skills

- Strong analytical and advisory skills
- Excellent report writing and documentation skills
- Confidentiality and high ethical standards
- Strong interpersonal and facilitation skills
- Ability to work independently and meet deadlines

Mode of Application

Interested persons should send in their applications via e-mail applications@uganet.org addressed to the Executive Director, UGANET Plot 19 Valley Road, Ministers Village Ntinda, Kampala not later than 30th January, 2026.

NOTE;

1. That only files in word or pdf formats will be accepted.
2. Only Shortlisted Candidates will be contacted.

