

# LAW DEVELOPMENT CENTER

## VACANT POST RE-ADVERTISED

The Law Development Centre invites applications from qualified Ugandans to fill the vacant post of **Head of Subject**.

Applications should be addressed to **The Secretary, Law Development Centre, P.O Box 7117 Kampala**, to be posted or hand delivered to the Law Development Centre Reception. Applicants should attach up-to-date Curriculum Vitae, **Certified** copies of academic and other relevant documents and indicate names and contacts of three (3) referees, two professional and one character.

Deadline for submission of applications is **14<sup>th</sup> October, 2016 at 5.00pm**.

**NOTE: Those who had responded to the earlier advert need not re-apply.**

This advert can also be viewed on [www.ldc.ac.ug](http://www.ldc.ac.ug)

<b>POST:</b>	<b>HEAD OF SUBJECT</b>	<b>NO. OF VACANCIES: 2</b>
<b>REPORTS TO:</b>	<b>HEAD OF DEPARTMENT</b>	
<b>SALARY SCALE:</b>	<b>LS 4</b>	
<b>PURPOSE OF THE JOB:</b>		
<ol style="list-style-type: none"><li>1. To plan and coordinate the development of teaching materials for an assigned subject.</li><li>2. To plan and coordinate the delivery of lectures to students</li><li>3. To set examinations and assess students' performance.</li></ol>		
<b>KEY RESULT AREAS:</b>		
<ol style="list-style-type: none"><li>1. To assist the head of department in timetabling and allocating subjects to Lecturers planning and coordinating departmental activities.</li><li>2. To develop, review and update teaching materials for the assigned subject.</li><li>3. To participate the development, review and update of curricula.</li><li>4. To plan and coordinate teaching during the week the assigned subject is being taught.</li><li>5. To teach, set and mark examinations in accordance with the syllabus.</li><li>6. Preside over moots and firm discussions and other related activities.</li><li>7. To set, moderate, invigilate and mark examinations and progressive assessments for the assigned subjects.</li><li>8. To supervise students on clerkship and internship.</li><li>9. To prepare and submit weekly performance reports for Lecturers</li><li>10. To coordinate and submit weekly students' assessments.</li><li>11. Counsel, mentor, and be available for consultations by students.</li><li>12. Any other related duties as may be assigned by the Head of department.</li></ol>		
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>		
<ol style="list-style-type: none"><li>1. LLB (Hons) degree from a recognized university.</li></ol>		

2. Postgraduate Diploma in Legal Practice from the Law Development Centre.
3. LLM from a recognized university is an added advantage.
4. He / she should be an enrolled member of the Uganda Bar.
5. At least 8 years' experience in private or public legal practice **PLUS** at least 3 years of teaching law in a recognized Institution of Higher Learning.
6. Training in Pedagogy shall an added advantage.

**SPECIFIC KNOWLEDGE AND SKILLS:**

1. Broad knowledge of coordinating academic programs.
2. Strong interpersonal communication.
3. Strong presentation skills.
4. Computer literacy.
5. Must be a person of high integrity.