

JOB ADVERTISEMENT

The Law Development Centre (LDC) invites applications from qualified Ugandans to fill the following vacant posts in the staff establishment at the Kampala, Mbarara and Lira campuses:

Applications clearly indicating campus of choice should be addressed to **The Head, Human Resource & Administration, Law Development Centre, P. O. Box 7117 Kampala** and may be:

1. Submitted by email addressed to aevena@ldc.ac.ug **OR**;
2. Hand delivered to the LDC Reception at either the Kampala Campus or Mbarara Campus.

Applicants should attach up-to-date Curriculum Vitae, certified copies of academic documents and any other relevant documents that will support their application. For applications by email applicants should submit scanned copies of the application and supporting documents.

Deadline for submission of application is Friday 18th September, 2020 at 5:00pm

Job Title	Salary Scale
A. <u>LDC KAMPALA CAMPUS:</u>	
1. Secretary	LS3
2. Head Department of Law Reporting, Research and Law Reform	LS3
3. Manager Publishers	LS4
4. Senior Librarian	LS5
5. Internal Auditor	LS6
6. Human Resource Officer	LS6
7. Procurement Officer	LS6
8. Data Entry Clerk (3 Vacancies)	LS7
9. Office Assistant	LS7
B. <u>LDC MBARARA CAMPUS:</u>	
1. Assistant Director	LS3
2. Legal Officer (Department of Law and CLE)	LS6
3. Human Resource and Administration Officer	LS6
4. Library Assistant	LS7
C. <u>LDC LIRA CAMPUS:</u>	
1. Assistant Director	LS3
2. Senior Legal Officer (Bar Course Department)	LS5
3. Assistant Academic Registrar	LS5
4. Legal Officer (Department of Law and CLE)	LS6
5. Human Resource and Administration Officer	LS6
6. Administrative Assistant/Front Desk Assistant	LS7
7. ICT Technician	LS7
8. Accounts Assistant	LS7
9. Library Assistant	LS7
10. Office Assistant	LS8
11. Security Guard	LS9

Detailed job specifications and minimum qualifications are below.

LDC KAMPALA CAMPUS:

JOB TITLE:	SECRETARY (1)	SALARY SCALE: LS3
REPORTS TO:	DIRECTOR	
PURPOSE OF THE JOB <ol style="list-style-type: none">1. To coordinate and facilitate the activities of the Management Committee.2. To provide technical advice in relation to the Management Committee deliberations and decision making, drawing on his or her professional experience and, in time, historical knowledge of LDC.		
DUTIES AND RESPONSIBILITIES <ol style="list-style-type: none">1. To coordinate Management Committee activities and ensure its resolutions and decisions are effectively and efficiently communicated and implemented.2. Advise the Chairperson -Management Committee and the Director in the effective planning and execution of the role and functions of the Management Committee and associated Committees.3. Ensuring appropriate, robust action plans are in place to address the findings of governance reviews and that these are effectively monitored as part of performance management arrangements.4. In conjunction with the Chairperson- Management Committee establish arrangements for evaluating the effectiveness of the Management Committee, and for the development of an on-going Committee improvement programme.5. Establish effective arrangements for the induction of new Management Committee members and provide advice and support to the members regarding the discharge of their statutory duties.6. To record minutes of Management Committee meetings and ensure safe custody of the records.7. To manage the usage of LDC Seal.8. Ensure the preparation, publication, distribution and presentation of periodic performance reports to the Management Committee.9. To provide legal advice to Management Committee in a timely manner.10. To perform any other duties as may be assigned from time to time by the Director.		
QUALIFICATIONS AND EXPERIENCE <ol style="list-style-type: none">1. A Bachelor's degree in Law, Social Sciences, Arts or Administration.2. Master's degree in Law or Business Administration is a must.3. Member of the Institute of Certified Secretaries and Administrators (ICSA).4. Postgraduate training in Public Administration and Management or Business Administration shall be an added advantage.5. At least eight (8) years' work experience in legal practice or public administration, at least 3 of which should have been at a senior management level in government or a reputable private organization.		
KEY COMPETENCIES <ol style="list-style-type: none">i) He/she should be a strategic planner.ii) Possesses strong relationship management skills.iii) Should be creative and innovative.iv) Ability to embrace change management.		

- v) He/she should be a person of high integrity.
- vi) Results Oriented.
- vii) Effective communication skills.
- viii) He/she should be a team builder

JOB TITLE:	HEAD- LAW REPORTING, RESEARCH AND LAW REFORM(1)	SALARY SCALE: LS3
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REPORTS TO:	DIRECTOR.
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PURPOSE OF THE JOB

To plan, develop and implement strategies and policies for Law Reporting, Research and Law Reform.

DUTIES AND RESPONSIBILITIES

1. To identify topical issues, develop research proposals and coordinate the research processes.
2. To supervise, guide and manage publication of the Uganda Law Reports, High Court Bulletins and other legal publications.
3. To edit Law Reports.
4. To liaise with the Law Reform Commission on matters of Law Reform.
5. To identify potential research collaborators and financiers for LDC.
6. To provide safe custody of published Law Reports and other publications.
7. To develop departmental plans and budgets and monitor their implementation.
8. Supervise, guide and monitor staff performance in the department.
9. To establish collaborative linkages locally and internationally with other similar bodies and legal institutions engaged in similar activities.
10. Perform any other duties assigned by the Director.

QUALIFICATIONS AND EXPERIENCE

1. A Bachelor of Laws - LLB (Hon) degree.
2. Postgraduate Diploma in Legal Practice from Law Development Centre.
3. Master's in Business Administration or Master of Law - LLM degree.
4. Must be an enrolled Advocate of the High Court of the Uganda Bar
5. At least eight (8) years' work experience in public or private legal practice.
6. At least five (5) years' work experience in Law Reporting, Research or Law Reform.
7. Experience in administration or management at a managerial level shall be an asset.

KEY COMPETENCIES

- i) He/she should be a strategic planner.
- ii) Possesses interpersonal relationship and management skills.
- iii) Should be creative and innovative.
- iv) Ability to embrace change management.
- v) He/she should be a person of high integrity.
- vi) Results Oriented.
- vii) Effective communication and interpersonal relations skills.
- ix) He/she should be a team builder

JOB TITLE:	MANAGER PUBLISHERS (1)	SALARY SCALE: LS4
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REPORTS TO:	DIRECTOR
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JOB PURPOSE:

To provide overall administration and management of the Publishers Unit, plan and coordinate and ensure that the production and printing processes are efficiently and effectively run and costs of production are minimized.

- DUTIES AND RESPONSIBILITIES:**
1. Innovating processes for ensuring profitability and cost effectiveness.
 2. Developing strategic plans and budgets that conform to the business plan.
 3. Liaising with customers in need of printing services.
 4. Coordinating, monitoring, evaluating and controlling production processes to ensure that production activities conform to specific quality, standards, specifications and set targets and comply with production policies and regulations.
 5. Establishing and monitoring production schedules to meet production/departmental objectives.
 6. Preparing, compiling and submitting production and financial reports/information to the LDC Publishers Sub Committee of the Management Committee.
 7. Submitting periodic production and financial reports to the Director.
 8. Supervising staff of the Unit and appraising their performance regularly.
 9. Ensuring motivation, training and development of staff in Unit.
 10. Perform any other duties as may be assigned by the Director from time to time.

QUALIFICATIONS & EXPERIENCE:

1. A Bachelor's (Hon) degree in Production Engineering, Mechanical Engineering or Graphics Art.
2. Post graduate training in management and printing technology.
3. Must have proven technical and managerial competences in printing, production and management.
4. Must be computer literate in Graphics and MS- Packages.
5. Masters of Public Administration and Management, Master of Graphics and Postgraduate Diploma in Public Administration and Management, Human Resource Management is an added advantage.
6. At least (6) year's work experience in printing, production work and managing people, 3 of which should be at managerial level in a reputable public or private organization.

KEY COMPETENCIES

- i) Possesses interpersonal relationship and management skills.
- ii) Should be creative and innovative.
- iii) Ability to embrace change management.
- iv) He/she should be a person of high integrity.
- v) Results Oriented.
- vi) Effective communication skills.
- vii) Team player
- viii) Time management

JOB TITLE:	SENIOR LIBRARIAN (1)	SALARY SCALE: LS5
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REPORTS TO:	HEAD- LIBRARY
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JOB PURPOSE:

Maintain and update a reference Library that can provide information to the Centre's researchers and other authorized stakeholders in line with strategic objectives of the LDC.

DUTIES AND RESPONSIBILITIES

1. Provide reference services for users and avail relevant reading material and information resources to staff and other users as per Library guiding principles.
2. Keep custody of current and non-current soft and hard copies of Research findings and related documents and Document, Index / classify newly received books and print materials in the library according to the set standards.
3. Sorting, shelving & organizing books & any other reading material on daily basis in their respective shelves according to classification numbers.
4. Develop mechanisms for controlling book loans, over dues and reservations on borrowers' items and prepare reports according to the library procedures and the Inter Library Loan Regulations.
5. Acquire and select relevant Library reading materials as per the Centre's guidelines.
6. Stock take, weed Library materials & provide security for Library materials in conformity with the Library Policy.

7. Prepare a plan and financial budget for the library and make orders of required items in accordance with the Centre's policy.
8. Submit periodic reports to the Head Library on the status of assigned, delegated, and designated duties.
9. Supervise and appraise the performance of subordinate staff.
10. Perform any other duties assigned by the Head Library from time to time.

QUALIFICATIONS AND EXPERIENCE:

1. A Bachelor's (Hon) degree in Library and Information Science.
2. Postgraduate Diploma in Library and Information Science.
3. Master of Science in Library and Information Science from a recognised University shall be an added advantage.
4. At least four (4) years' work experience in library management in a large institution of higher learning.
5. Possess Computer skills.

KEY COMPETENCES

- i) Ability to manage a library and its collections.
- ii) Research and information gathering systems and methods.
- iii) Organizational, analytical, problem solving and decision making skills.
- iv) High degree of proficiency with computer technology and Microsoft office.
- v) Ability to work independently requiring minimal supervision.
- vi) Effective verbal, written presentation, listening and communication skills.
- vii) Excellent interpersonal (team player/ ability to work cross functionally) skills.
- viii) Must be a person of high integrity.

JOB TITLE:	INTERNAL AUDITOR (1)	SALARY SCALE: LS6
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REPORTS TO:	MANAGER INTERNAL AUDITOR
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PURPOSE OF THE JOB
 To pre-audit payments to ensure compliance with accounting principles and regulations; and monitor and examine financial operations to ensure value for money.

DUTIES AND RESPONSIBILITIES

1. To review operational financial and accounting systems to ensure efficiency.
2. To Audit revenue collection for accountability purposes.
3. To Audit procurement and payment procedures to facilitate efficient and effective transactions of LDC.
4. To carry out manpower audits.
5. To conduct stores audit for safe custody, efficiency and economic usage of resources.
6. To monitor and evaluate compliance with organizational policies, processes and procedures and make recommendations for improvement.
7. To perform any other duties assigned by the Manager Internal Audit.

QUALIFICATIONS AND EXPERIENCE

1. A Bachelor's (Hon) degree in Accounting or Auditing.
2. Possession of a relevant professional qualification such as ACCA, CIA, CPA, CIMA.
3. Membership of the Institute of Internal Auditors (IIA).
4. Post Graduate Diploma in Financial Management or Auditing.
5. At least two (2) years' work experience in a public organization or reputable audit firm.

KEY COMPETENCIES

- i) Possess excellent written and oral communication skills, with demonstrated organizational and analytical skills.
- ii) Must be an independent thinker, capable of forming sound conclusions and recommendations.
- iii) He/she should be a team player.
- iv) He/she should be a person of high integrity.
- v) Should be computer literate with knowledge of Audit software applications.

JOB TITLE:	HUMAN RESOURCE OFFICER (1)	SALARY SCALE: LS6
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REPORTS TO:	HUMAN RESOURCE MANAGER
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PURPOSE OF THE JOB

To facilitate and implement human resource policies, strategies, procedures, rules and regulations.

DUTIES AND RESPONSIBILITIES

1. To provide support to the Human Resource Manager in planning and implementing the performance management system of the center.
2. To assist the Human Resource Manager in recruitment and selection activities.
3. To assist in the timely payment of staff salaries and allowances.
4. To propose and implement staff welfare programs and activities.
5. To assist in the review and updating schemes of service for all jobs in LDC.
6. To assist in coordinating LDC's staff Training and Development Programmes including preparing training and development plans and budgets.
7. To assist in the development and implementation of annual HR plans and budgets.
8. To develop and implement LDC's performance management system.
9. To provide counseling and employee relations interventions to staff.
10. To assist in the creation and management of staff records and information systems.
11. To develop the annual leave roaster and monitor staff leave performance.
12. To coordinate weekly performance evaluation of lecturers and write reports thereof.
13. To assist in preparing HR reports and briefs.
14. To perform any other tasks assigned by the Manager Human Resource.

QUALIFICATIONS AND EXPERIENCE

1. A Bachelor's degree in Human Resource Management or Arts or Social Sciences or Business Administration with a bias in Human Resource Management.
2. Postgraduate Diploma in Human Resource Management is an added advantage.
3. At least two (2) years' work experience in Human Resource Management in government or reputable private organization.

KEY COMPETENCIES

- i) Strong written and verbal communication skills.
- ii) Must have good computer skills.
- iii) Strong analytical Skills.
- iv) Strong Interpersonal Skills.
- v) Strong leadership skills.
- vi) High level of integrity.

JOB TITLE:	PROCUREMENT AND DISPOSAL OFFICER (1)	SALARY SCALE: LS 6
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REPORTS TO:	SENIOR PROCUREMENT & DISPOSAL OFFICER
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PURPOSE OF THE JOB

To provide support in the coordination of all the procurement and disposal activities of the Centre.

RESPONSIBILITIES AND DUTIES

1. To advise the user departments on the procurement processes.
2. To support the implementation of the decisions of the Contracts Committee.
3. To assist in the consolidating the annual procurement and disposal plans.
4. To participate in the preparation of bid documents.
5. To assist in the management of the bidding processes i.e. prepare and issue bidding documents; receive bids and supervise bid opening.
6. To update the list of service providers.
7. To participate in the preparation of contract documents.
8. To maintain and archive records of the procurement and disposal process.
- 10 To prepare performance reports for the attention of the Senior Procurement & Disposal Officer.

QUALIFICATIONS AND EXPERIENCE

1. A Bachelor's (Hon) degree in Procurement and Supply Chain Management or Bachelor of Business Administration (Procurement & Supply Chain option) or Management Science (Procurement & Supply Chain option).
2. Postgraduate Diploma in Procurement and Supply Chain Management is an added advantage.
3. At least two (2) years' experience in procurement and disposal preferably in a large public institution.

KEY COMPETENCIES

- i) Possess interpersonal relationship and Management skills.
- ii) He/she should be creative and innovative.
- iii) Ability to embrace change management.
- iv) Computer literate with a strong knowledge of e-procurement.
- v) He/she should be a person of high integrity.
- vi) Results Oriented.
- vii) Effective communication skills.

JOB TITLE:	DATA ENTRY CLERK (3 POSTS)	SALARY SCALE: LS 7
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REPORTS TO:	RECORDS OFFICER
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PURPOSE OF THE JOB:

To provide an efficient data entry service and clerical support to the Department of Academic Registrar.

DUTIES AND RESPONSIBILITIES:

1. To prepare, compile and sort documents for data entry.
2. To capture data in application forms into the Education Information System.
3. To enter results data into the system.
4. To scan documents into the system.
5. To check completed work for accuracy.
6. To store completed documents in designated locations.
7. To ensure data integrity and compliance with LDC security policies and procedures.
8. To ensure proper maintenance of office equipment and stationery.

QUALIFICATIONS & EXPERIENCE:

1. A minimum of a Diploma in Statistics, Information Technology or Secretarial Studies, or Data Management.
2. At least two (2) years' work experience working in a fast paced office environment.
3. Excellent computer/data entry / keyboarding skills.

KEY COMPETENCIES

- i) Should be creative and innovative.
- ii) He/she should be a person of high integrity.
- iii) Results Oriented.
- iv) Effective communication and interpersonal relations skills.
- v) He/she should be a team player.
- vi) Good time management.

JOB TITLE:	OFFICE ASSISTANT(1)	SALARY SCALE: LS 8
REPORTS TO:	ADMINISTRATIVE ASSISTANT	
JOB PURPOSE: To provide administrative support to the department.		
DUTIES AND RESPONSIBILITIES:		
<ol style="list-style-type: none"> 1. To carry out routine office support such as photocopying and delivering correspondences. 2. To serve tea in offices 3. To ensure that the offices in the Department are clean and tidy. 4. To open and close offices. 5. To run office errands. 6. To perform any other duties assigned by the Administrative Assistant. 		
QUALIFICATIONS & EXPERIENCE:		
<ol style="list-style-type: none"> 1. Uganda Certificate of Education (UCE) with at least four passes one of which must be in English. 2. At least two (2) year's work experience handling similar work in an institution of higher learning. 		
KEY COMPETENCIES		
<ol style="list-style-type: none"> i) Good communication skills. ii) Must be computer literate. iii) High level of integrity and confidentiality. iv) Time management 		

MBARARA CAMPUS:

JOB TITLE:	ASSISTANT DIRECTOR (1)
Salary Scale	LS 3
REPORTS TO	DIRECTOR
PURPOSE OF THE JOB To provide strategic leadership and ensure efficient and effective running of the Regional Campus.	
DUTIES AND RESPONSIBILITIES <ol style="list-style-type: none">1. To provide academic and administrative leadership for staff within the study centre and to take responsibility for determining the strategic direction of the of the study centre.2. To contribute to the strategic development and implementation of the LDC vision, policies and procedures and maintaining the strategic goals of the study centre.3. To oversee the provision of Legal Aid Services offered at the study centre.4. To perform duties of Accounting Officer as specified by the Director of Law Development Centre.5. To advise and recommend to management short and long term strategies for the development of the Study Centre.6. To implement LDC policies and decisions made by the Management Committee at the Study Centre.7. Responsible for planning and effective delivery of strategic and operational plans of the Study Centre.8. To supervise and evaluate performance of employees by creating a work environment that is conducive to attracting, retaining and motivating a diverse group of top quality employees at the study Centre.9. Local promotion and marketing activities in keeping with the goals and objectives of the study Centre.10. To implement all LDC policies and procedures with overall accountability for their effective implementation at the study Centre.11. To monitor, support and manage performance of all functions at the study Centre.12. To prepare and submit quarterly study centre performance reports and other relevant reports to the Director.13. To contribute to the development of research, knowledge exchange and/or income generating activities within study Centre.14. To perform any other duties as may be assigned from time to time by the Director.	
QUALIFICATIONS AND EXPERIENCE <ol style="list-style-type: none">1. LLB (Hons) degree from a recognized university.2. Postgraduate Diploma in Legal Practice from Law Development Centre.3. LLM degree or MBA from a recognized university.4. Postgraduate qualification in public administration or management is an added advantage.5. Must be an enrolled member of the Uganda Bar.6. At least 8 years' experience in private or public legal practice five (5) of which must have been in administration or managerial position.7. Broad knowledge of coordinating administration and/or academic programs.	

KEY COMPETENCIES

- i) He/she should be a strategic planner.
- ii) Possesses strong relationship management skills.
- iii) The ability to initiate and embrace change.
- iv) He/she should be a person of proven integrity.
- v) Results Oriented towards improving the performance of LDC.
- vi) Effective communication skills with the ability to demonstrate a strong leadership character.
- vii) He/she should be a team builder.
- viii) The ability to inspire others for the greater good of the institution.

JOB TITLE:	HUMAN RESOURCE AND ADMINISTRATION OFFICER (1)	SALARY SCALE: LS 6
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REPORTS TO:	ASSISTANT DIRECTOR
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PURPOSE OF THE JOB

To facilitate and implement human resource and administration policies, strategies, procedures, rules and regulations of the Study Centre.

DUTIES AND RESPONSIBILITIES

1. To provide support to the Human Resource Manager in planning and implementing the performance management system of the Study Centre.
2. To assist the Human Resource Manager in recruitment and selection activities at the Study Centre.
3. To propose and implement staff welfare programs and activities.
4. To identify, analyze and compile training and development needs of employees and preparing and implementing training plans and budgets for the study Centre.
5. Developing, implementing, monitoring and maintaining up to date HR Records and Information system at the study Centre.
6. Monitoring payment of staff salaries, incentives, compensation, benefits, rewards and other allowances in line with the Human Resource Management Manual and information system.
7. Prepare and submit periodic performance reports and briefs.
8. To compile and update the Study Centre Assets Register.
9. To keep all the Study Centre assets and property secure and in good working condition.
10. To oversee the cleaning and maintenance of premises at the Study Centre and ensure a clean working environment.
11. To monitor and enforce standards of service delivery for outsourced/contracted providers.
12. To monitor the movement, utilization, maintenance and repair of the Study Centre vehicles and ensure all of them are in sound working condition, and maintain accurate, up to date records thereof.
13. To ensure timely procurement of office requirements.
14. To monitor use of utilities and ensure timely payment of all utility bills.
15. To identify faulty fixtures, equipment, furniture and ensure timely repairs of minor works.
16. To supervise works done at the office premises including but not limited to installations, fumigation, garden weeding, etc.

17.To perform any other duties as may be assigned from time to time by the relevant line manager.

QUALIFICATIONS AND EXPERIENCE

1. An Honours bachelor's degree in Arts or Social Sciences, Social Work and Social Administration (SWASA), Public Administration & Management with a bias in Human Resource Management.
2. Postgraduate diploma in Human Resource Management or Public Administration and Management.
3. At least three years' experience in Human Resource Management and Administration in government or a reputable organization, three of which should have been at a senior managerial position.

KEY COMPETENCIES

- i) Strong written and verbal communication skills.
- ii) Must have good computer skills.
- iii) Strong analytical Skills.
- iv) Strong Interpersonal Skills.
- v) Strong leadership skills.
- vi) High level of integrity.

JOB TITLE:	LEGAL OFFICER - LAW & CONTINUING LEGAL EDUCATION (1)	SALARY SCALE LS 6
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REPORTS TO:	SENIOR LEGAL OFFICER (LAW COURSE & CLE)
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PURPOSE OF THE JOB

To assist the Senior Legal Officer in providing general legal counsel to clients.

RESPONSIBILITIES AND DUTIES

- 1 To participate in the implementation of teaching timetable at the campus.
- 2 To participate in the development, review and update of curricula.
- 3 To assist in planning and coordinating of teaching during the week to the assigned lecturers.
- 4 To assist in co-coordinating invigilation and marking of examinations.
- 5 To assist in the development and implementation of sectional work plans and budgets.
- 6 To participate in the implementation of internship programmes.
- 7 To prepare and submit periodic performance reports for Lecturers to the Senior Legal Officer.
- 8 To perform any other duties assigned by the senior Legal Officer.

QUALIFICATIONS AND EXPERIENCE

1. An honors degree in Law.
2. Postgraduate diploma in Legal Practice from Law Development Centre.
3. At least two (2) years' experience in public or private legal practice.

KEY COMPETENCIES

- i) He/she should be a person of high integrity.
- ii) Ability to produce quality results.
- iii) Effective communication skills.
- iv) He/she should be a team player.

v) Reporting skills.

JOB TITLE:	LIBRARY ASSISTANT (1)	SALARY SCALE: LS7
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REPORTS TO:	ASSISTANT DIRECTOR
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PURPOSE OF THE JOB

To undertake the day-to-day operations of the Study Centre library.

DUTIES AND RESPONSIBILITIES

1. To issue to and receive books from library users.
2. To register new paid up library users.
3. To provide reference and research services to students and staff.
4. To access and process newly acquired reading materials.
5. To shelve and file reading materials.
6. To regularly conduct stock-taking.
7. Any other duties assigned by the Assistant Librarian.

QUALIFICATIONS AND EXPERIENCE:

1. A diploma in Library and Information Science from a recognized Institution.
2. Computer skills.
3. 2 years' experience in related work.

KEY COMPETENCES

1. High degree of proficiency with computer technology and Microsoft office.
2. Ability to work independently requiring minimal supervision.
3. Effective verbal, written presentation, listening and communication skills.
4. Excellent interpersonal (team player) skills.
5. Must be a person of high integrity.

LIRA CAMPUS:

JOB TITLE:	ASSISTANT DIRECTOR (1)
Salary Scale	LS 3
REPORTS TO	DIRECTOR
PURPOSE OF THE JOB To provide strategic leadership and ensure efficient and effective running of the Regional Campus.	
<u>DUTIES AND RESPONSIBILITIES:</u> <ol style="list-style-type: none">1. To provide academic and administrative leadership for staff within the study centre and to take responsibility for determining the strategic direction of the of the study centre.2. To contribute to the strategic development and implementation of the LDC vision, policies and procedures and maintaining the strategic goals of the study centre.3. To oversee the provision of Legal Aid Services offered at the study centre.4. To perform duties of Accounting Officer as specified by the Director of Law Development Centre.5. To advise and recommend to management short and long term strategies for the development of the Study Centre.6. To implement LDC policies and decisions made by the Management Committee at the Study Centre.7. Responsible for planning and effective delivery of strategic and operational plans of the Study Centre.8. To supervise and evaluate performance of employees by creating a work environment that is conducive to attracting, retaining and motivating a diverse group of top quality employees at the study Centre.9. Local promotion and marketing activities in keeping with the goals and objectives of the study Centre.10. To implement all LDC policies and procedures with overall accountability for their effective implementation at the study Centre.11. To monitor, support and manage performance of all functions at the study Centre.12. To prepare and submit quarterly study centre performance reports and other relevant reports to the Director.13. To contribute to the development of research, knowledge exchange and/or income generating activities within study Centre.14. To perform any other duties as may be assigned from time to time by the Director.	
<u>QUALIFICATIONS AND EXPERIENCE</u> <ol style="list-style-type: none">1. LLB (Hons) degree from a recognized university.2. Postgraduate Diploma in Legal Practice from Law Development Centre.3. LLM degree or MBA from a recognized university.4. Postgraduate qualification in public administration or management is an added advantage.5. Must be an enrolled member of the Uganda Bar.	

6. At least 8 years' experience in private or public legal practice five (5) of which must have been in administration or managerial position.
7. Broad knowledge of coordinating administration and/or academic programs.

KEY COMPETENCIES

- i) He/she should be a strategic planner.
- ii) Possesses strong relationship management skills.
- iii) The ability to initiate and embrace change.
- iv) He/she should be a person of proven integrity.
- v) Results Oriented towards improving the performance of LDC.
- vi) Effective communication skills with the ability to demonstrate a strong leadership character.
- vii) He/she should be a team builder.
- viii) The ability to inspire others for the greater good of the institution.

JOB TITLE:	SENIOR LEGAL OFFICER (BAR COURSE LEGAL AID CLINIC) (1)	SALARY SCALE: LS5
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REPORTS TO:	ASSISTANT DIRECTOR
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PURPOSE OF THE JOB

To coordinate all Bar Course programmes and Legal Aid services at the study Centre.

RESPONSIBILITIES AND DUTIES

1. To coordinate the implementation of teaching timetable and allocating subjects to lecturers at the study centre.
2. To participate in the development, review and update of the curricula.
3. To plan and coordinate teaching during the week to the assigned lecturers and ensuring that the subjects of the week are taught.
4. To prepare and submit weekly performance reports for Lecturers to Head Bar Course.
5. To supervise and assess the performance of staff under his/her supervision.
6. To interview and counsel clients.
7. To prepare legal documents.
8. To attend to walk-in clients.
9. To represent clients in court.
10. To develop training tools for stakeholders.
11. To train and sensitize stakeholders of Legal Aid.
12. To facilitate Continuing Legal Education and Street law programmes.
13. To provide legal advice to the study centre management and handle court cases involving the study centre.
14. To supervise and report on the performance of LAC field staff and volunteers within the region.
15. To perform any other duties assigned by the Assistant Director and Head, Department of Postgraduate Legal Studies and Legal Aid.

QUALIFICATIONS AND EXPERIENCE

1. Honors degree in Law.
2. Postgraduate diploma in Legal Practice from Law Development Centre.
3. Masters' degree in Law will be an added advantage.
4. Must be an Advocate of the High Court of Uganda.
5. At least 4 years' work experience at least 2 of which should have been in teaching and/or legal aid practice.

KEY COMPETENCIES

- i) Possess supervisory and relationship management skills.
- ii) Knowledge of coordinating academic programmes and legal aid services.
- iii) He/she should be a person of high integrity.
- iv) Ability to produce quality results.
- v) Effective communication skills.
- vi) He/she should be a team player
- vii) Good reporting skills.

JOB TITLE:	ASSISTANT ACADEMIC REGISTRAR (1)	SALARY SCALE: LS5
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REPORTS TO:	ASSISTANT DIRECTOR
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PURPOSE OF THE JOB

To assist the Academic Registrar to coordinate all academic activities of admission, registration and examination at the Study Centre.

RESPONSIBILITIES AND DUTIES

1. To receive and process applications for admission.
2. To prepare admission letters of successful students for signature by the Academic Registrar.
3. To issue of admission letters to admitted students
4. To register all admitted students.
5. To participate in the orientation of new students.
6. To plan and budget for the Study Centre's admission and registration requirements.
7. To distribute students' identity cards.
8. To maintain an updated record of all current and former students as per programme of admission.
9. To handle students' inquiries, complaints and concerns on admissions, registration and examinations.
10. To supervise, guide and manage performance of staff under his/her supervision.
11. To prepare sectional plans, budgets, and periodic reports.
12. To verify students' credentials during examinations in accordance with registration and examination regulations.
13. To register students for and issue examination cards.
14. To maintain an updated and accurate record of all current and former students as per programme of examination in line with the examination.
15. To coordinate the invigilation of examinations.
16. To issue and retrieve examination scripts to internal and external examiners.
17. To take custody of examination materials until the results thereof have been approved by the Management Committee.
18. To perform any other duties that may be assigned by the Assistant Director and the Academic Registrar.

QUALIFICATIONS AND EXPERIENCE

1. An Honours Bachelor's degree in Social Sciences, Arts, Education, or Management.
2. Master's degree in Public Administration and Management, Education Management or Business Administration (MBA) is an added advantage.
3. At least 4 years' experience in managing academic affairs, two of which should have been served at a senior level managing admissions and examinations in a large institution of higher learning.

KEY COMPETENCIES

- i) The ability to organize work to ensure efficiency and effectiveness in performance.
- ii) Possesses strong relationship management skills.
- iii) Should be creative and innovative.
- iv) He/she should be computer literate with knowledge of Microsoft Work, Excel, PowerPoint and Internet applications.
- v) He/she should be a person of high integrity.
- vi) Results Oriented.
- vii) Effective communication and interpersonal relations skills.
- viii) He/she should be a team player.

JOB TITLE:	HUMAN RESOURCE AND ADMINISTRATION OFFICER (1)	SALARY SCALE: LS 6
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REPORTS TO:	ASSISTANT DIRECTOR
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PURPOSE OF THE JOB

To facilitate and implement human resource and administration policies, strategies, procedures, rules and regulations of the Study Centre.

DUTIES AND RESPONSIBILITIES

1. To provide support to the Human Resource Manager in planning and implementing the performance management system of the Study Centre.
2. To assist the Human Resource Manager in recruitment and selection activities at the Study Centre.
3. To propose and implement staff welfare programs and activities.
4. To identify, analyze and compile training and development needs of employees and preparing and implementing training plans and budgets for the study Centre.
5. Developing, implementing, monitoring and maintaining up to date HR Records and Information system at the study Centre.
6. Monitoring payment of staff salaries, incentives, compensation, benefits, rewards and other allowances in line with the Human Resource Management Manual and information system.
7. Prepare and submit periodic performance reports and briefs.
8. To compile and update the Study Centre Assets Register.
9. To keep all the Study Centre assets and property secure and in good working condition.
10. To oversee the cleaning and maintenance of premises at the Study Centre and ensure a clean working environment.
11. To monitor and enforce standards of service delivery for outsourced/contracted providers.
12. To monitor the movement, utilization, maintenance and repair of the Study Centre vehicles and ensure all of them are in sound working condition, and maintain accurate, up to date records thereof.
13. To ensure timely procurement of office requirements.
14. To monitor use of utilities and ensure timely payment of all utility bills.
15. To identify faulty fixtures, equipment, furniture and ensure timely repairs of minor works.
16. To supervise works done at the office premises including but not limited to installations, fumigation, garden weeding, etc.

form any other duties as may be assigned from time to time by the relevant line manager.

QUALIFICATIONS AND EXPERIENCE

1. An Honours bachelor's degree in Arts or Social Sciences, Social Work and Social Administration (SWASA), Public Administration & Management with a bias in Human Resource Management.
2. Postgraduate diploma in Human Resource Management or Public Administration and Management.
3. At least two years' experience in Human Resource Management and Administration in government or a reputable organization

KEY COMPETENCIES

- vii) Strong written and verbal communication skills.
- viii) Must have good computer skills.
- ix) Strong analytical Skills.
- x) Strong Interpersonal Skills.
- xi) Strong leadership skills.
- xii) High level of integrity.

JOB TITLE:	LEGAL OFFICER - LAW & CONTINUING LEGAL EDUCATION (1)	SALARY SCALE LS 6
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REPORTS TO:	SENIOR LEGAL OFFICER (LAW COURSE & CLE)
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PURPOSE OF THE JOB

To assist the Senior Legal Officer in providing general legal counsel to clients.

RESPONSIBILITIES AND DUTIES

1. To participate in the implementation of teaching timetable at the study Centre.
2. To participate in the development, review and update of curricula.
3. To assist in planning and coordinating of teaching during the week to the assigned lecturers.
4. To assist in co-coordinating invigilation and marking of examinations.
5. To assist in the development and implementation of sectional work plans and budgets.
6. To participate in the implementation of internship programmes.
7. To prepare and submit periodic performance reports for Lecturers to the Senior Legal Officer.
8. To perform any other duties assigned by the senior Legal Officer.

QUALIFICATIONS AND EXPERIENCE

1. An honors degree in Law.
2. Postgraduate diploma in Legal Practice from Law Development Centre.
3. At least two (2) years' experience in public or private legal practice.

KEY COMPETENCIES

4. He/she should be a person of high integrity.
5. Ability to produce quality results.
6. Effective communication skills.
7. He/she should be a team player.
8. Reporting skills.

JOB TITLE:	ADMINISTRATIVE ASSISTANT / FRONT DESK ASSISTANT(1)	SALARY SCALE: LS 7
REPORTS TO:	HUMAN RESOURCE & ADMINISTRATION OFFICER	
PURPOSE OF THE JOB		
To perform front desk and administrative duties and offer good customer care services to clients of Study Centre.		
RESPONSIBILITIES AND DUTIES		
<ol style="list-style-type: none"> 1. To type set documents and ensure safe custody of such documents. 2. To handle and record incoming and outgoing mail and ensure that they are received and dispatched in time. 3. To attend to day to day administrative matters. 4. To make arrangements for meeting venues and other logistics. 5. To receive and direct visitors who come to the Study Centre. 6. To attend to incoming and outgoing telephone calls. 7. To attend to students inquiries and address their needs. 8. To attend to visitors, and direct them accordingly. 9. To maintain a front desk visitors' register. 10. To receive mail and direct it to the relevant offices. 11. To perform any other tasks assigned by Human Resource and Administration Officer. 		
QUALIFICATIONS AND EXPERIENCE		
<ol style="list-style-type: none"> 1. Uganda Advanced Certificate of Education with at least two principal passes 2. A diploma in Secretarial studies or Mass communication. 3. At least two years' experience in front desk work in a busy organization, preferably an institution of higher learning. 		
KEY COMPETENCIES		
<ol style="list-style-type: none"> 1 Good communication skills. 2 Must have excellent computer skills. 3 High level of integrity and confidentiality. 4 Good time management is a must. 5 The ability to meet set deadlines. 6 The ability to work long hours with minimal supervision. 		
JOB TITLE	ACCOUNTS ASSISTANT(2)	SALARY SCALE: LS7
REPORTS TO:	ASSISTANT DIRECTOR	
PURPOSE OF THE JOB:		
To support the Accountant in ensuring proper financial management and accountability for the available resources at the Study Centre.		
DUTIES AND RESPONSIBILITIES		
<ol style="list-style-type: none"> 1. To process payments. 2. To provide safe custody of all cash, cheques, and the cheque books. 3. To prepare periodical analysis of key information relating to cash management to help in decision making process. 4. To prepare and remit to relevant authorities statutory provisions regarding taxes, social security lists. 5. To participate and contribute to the budget preparation process. 		

6. To participate in the preparation of Final Accounts.
7. To issue bank slips.
8. To receive all revenues and issue receipts.
9. To facilitate audits by ensuring that all documents requested for are available.
10. To maintain records of debtors of the Study Centre.
11. To prepare bank reconciliation for the given bank accounts.
12. To reconcile items sold with cash received from the bookshop on a weekly basis.
13. To file all documents in the Study Centre correctly to facilitate easy retrieval.
14. Perform any other tasks as shall be assigned from time to time by the Accountant.

QUALIFICATIONS & EXPERIENCE:

1. Uganda Advance Certificate of Education with at least two principal passes.
2. Diploma in Business Administration or Business studies (Accounting option) from a recognized institution.
3. Minimum of 2 years practical working experience in financial management or related accounting duties in a busy public or private reputable organization.

KEY COMPETENCIES

- i) High level of integrity and confidentiality.
- ii) Time management.
- iii) Loyalty.
- iv) Ability to work under pressure.
- v) Should be computer literate.

JOB TITLE:

LIBRARY ASSISTANT(1)

SALARY SCALE: LS7

REPORTS TO:

ASSISTANT DIRECTOR

PURPOSE OF THE JOB

To undertake the day-to-day operations of the Study Centre library.

DUTIES AND RESPONSIBILITIES

8. To issue to and receive books from library users.
9. To register new paid up library users.
10. To provide reference and research services to students and staff.
11. To access and process newly acquired reading materials.
12. To shelve and file reading materials.
13. To regularly conduct stock-taking.
14. Any other duties assigned by the Assistant Librarian.

QUALIFICATIONS AND EXPERIENCE:

4. A diploma in Library and Information Science from a recognized Institution.
5. Computer skills.
6. 2 years' experience in related work.

KEY COMPETENCES

6. High degree of proficiency with computer technology and Microsoft office.
7. Ability to work independently requiring minimal supervision.
8. Effective verbal, written presentation, listening and communication skills.
9. Excellent interpersonal (team player) skills.
10. Must be a person of high integrity.

JOB TITLE:	ICT TECHNICIAN(1)	SALARY SCALE: LS7
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REPORTS TO:	ASSISTANT DIRECTOR
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PURPOSE OF THE JOB
 To provide technical software support to users, maintain and repair various hardware systems, provide network solutions to computer users and install/trouble shoot software applications to various functions at the Study Centre.

- DUTIES AND RESPONSIBILITIES**
1. Identify, diagnose and trouble shoot technical problems and carry out preventive maintenance of computers.
 2. Maintain computer software and hardware, network, internet and new computer technology.
 3. Deliver tags, set up and assist in the configuration of end user desk top hardware, software and peripherals.
 4. Maintain E-mails, internet, dial- in and local area network access problems.
 5. Coordinate timely repairs of computer equipment.
 6. Assist in student data entry.
 7. To perform any other duties as may be assigned by the Assistant Director from time to time.

- QUALIFICATIONS & EXPERIENCE:**
1. Relevant ICT Diploma with training in Microsoft operating systems and networks, Windows XP, Windows 7 and windows 8.
 2. At least two years' experience and/or knowledge of various networking system concepts including email, firewall, client-servers, network security, network protocols, etc.
 3. Ability to troubleshoot common hardware/software issues.
 4. Experience with computer and printer maintenance and repair.

- KEY COMPETENCIES REQUIRED**
- i) Creativity and innovativeness.
 - ii) Ability to embrace change management.
 - iii) He/she should be a person of high integrity.
 - iv) Results Oriented.
 - v) Ability to account for the resources in his/her possession.
 - vi) Team player.
 - vii) Good time management

JOB TITLE:	OFFICE ASSISTANT(1)	SALARY SCALE: LS 8
REPORTS TO:	ADMINISTRATIVE ASSISTANT	
JOB PURPOSE: To provide administrative and office support.		
KEY RESULT AREAS: <ol style="list-style-type: none"> 1. To carry out routine office support such as photocopying and delivering correspondences. 2. To ensure that the offices in the Study Centre are clean and tidy. 3. To open and close offices. 4. To run office errands. 5. To perform any other duties assigned by the Administrative Assistant. 		
QUALIFICATIONS & EXPERIENCE: <ol style="list-style-type: none"> 1. Uganda Certificate of Education with at least four passes one of which must be in English. 2. At least 2 years working experience handling similar work in an institution of higher learning. 		
KEY COMPETENCIES <ol style="list-style-type: none"> i) Good communication skills. ii) Must be computer literate. iii) High level of integrity and confidentiality. iv) Time management 		

JOB TITLE:	SECURITY GUARD(1)	SALARY SCALE: LS8
REPORTS TO:	HUMAN RESOURCE & ADMINISTRATION OFFICER	
PURPOSE OF THE JOB Guard, patrol and monitor Study Centre premises to prevent theft, violence or violation of rules.		
RESPONSIBILITIES AND DUTIES <ol style="list-style-type: none"> 1. Patrol Study Centre premises to prevent theft and also detect signs of intrusion. 2. Ensure security of doors, windows and glasses. 3. Monitor and authorize entrance and departure of employees, visitors and other persons. 4. Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons or unusual occurrences. 5. Call police in cases of emergency such as fire or presence of unauthorized persons. 6. Circulate among visitors, patrons and employees to preserve order and protect properly. 7. Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when the switch board is closed. 8. Warn persons of violation of rules, and apprehend or evict violators from premises using force where necessary. 9. To perform any other duties that may be assigned by the Human Resource and Administration Officer. 		

QUALIFICATIONS & EXPERIENCE

- 1 Uganda Certificate of Education with at least two passes one of which must be in English.
- 2 Possession of a certificate in security training.
- 3 At least two years' experience as a Security Guard in a public organization, NGO or reputable private organization.

KEY COMPETENCIES

- i) High level of integrity and confidentiality.
- ii) Time management.
- iii) Loyalty.
- iv) Good level of physical fitness.