

EMPLOYMENT OPPORTUNITIES

The Law Development Centre (LDC) invites applications from suitably qualified candidates (Ugandans) to fill the following vacant positions tenable at the Kampala Campus:

1. Job Title:	Assistant Director
Reports to:	Director
Grade:	LS3
Type of Contract:	Fixed Term
Duty Station:	Kampala Campus
Supervisory Authority Over:	N/A

Job Purpose:

Under the overall supervision of the Director, to provide strategic leadership and ensure efficient and effective administration and management of the Kampala Campus.

Duties and Responsibilities:

- (i) To assist in providing academic and administrative leadership for the Kampala Campus including taking responsibility for determining the strategic direction of the Kampala Campus.
- (ii) To contribute to the strategic development and implementation of the LDC vision, mission, policies and procedures and maintaining the strategic goals of the Centre.
- (iii) To advise and recommend to management the short and long term strategies for the development of the Kampala Campus.
- (iv) To implement LDC policies and decisions made by the Management Committee in respect to Kampala Campus.
- (v) Under the guidance of the Director, be responsible for planning and effective delivery of strategic and operational plans of the Kampala Campus.
- (vi) To supervise and evaluate performance of the Kampala Campus by creating a work environment that is conducive to attracting, retaining and motivating a diverse group of top quality staff at the Centre.
- (vii) In liaison with the Public Relations Unit, deliver LDC promotion and marketing initiatives in line with the institution's goals and strategic objectives.

- (viii) To monitor, support and manage the performance of all functions at the Centre.
- (ix) To prepare and submit quarterly performance reports and other relevant reports to the Director; and
- (x) To contribute to the development of research, knowledge exchange and/or income generating activities within LDC.

Qualifications and Experience:

- The applicant must hold a Bachelor of Law (LLB) Degree from a recognized university.
- Postgraduate Diploma in Legal Practice from Law Development Centre.
- LLM degree or Master of Business Administration Degree from a recognized university.
- A Postgraduate qualification in public administration or management is an added advantage.
- Must be an enrolled member of the Uganda Bar.
- At least 8 years' experience in private or public legal practice, six (6) of which must have been in an administration or managerial position/role; and
- Broad knowledge of coordinating administration and/or academic programmes.

Key Competences:

- He/she should be a strategic planner.
- Possesses strong relationship management skills.
- Demonstrable experience in administration or management at senior level.
- The ability to initiate and embrace change.
- He/she should be a person of proven integrity.
- Results Oriented towards improving the performance of LDC.
- Effective communication skills with the ability to demonstrate a strong leadership character.
- He/she should be a team builder.
- The ability to inspire others for the greater good of the institution.

Key Outputs:

- Annual Reports.
- Key performance inputs and outputs of all LDC Departments/Offices.
- Performance results/outlining strategic initiatives.
- Improved quality assurance standards.
- Strong, motivated and professional team

2. Job Title: Senior Public Relations Officer

Reports to: Manager, Public Relations

Grade: LS5

Type of Contract: Fixed Term Contract

Duty Station: Kampala Campus

Supervisory Authority Over: Public Relations Officer

Job Purpose:

To provide information about LDC activities to the general public and other stakeholders and to act as a link with external stake-holders in a manner that projects the image of the Centre positively.

Duties and Responsibilities:

Under the overall supervision of Manager, Public Relations, he/she will undertake the following:

- (i) Develop the Centre's Public Relations strategies and campaigns.
- (ii) Prepare press releases, keynote speeches and promotional material.
- (iii) Build positive relationships with stakeholders, media and the public.
- (iv) Implement the LDC Public Relations and communication policy and strategy to ensure maximum positive publicity of the Centre.
- (v) Direct and nurture the Public Relations function to enable other Departments to achieve their objectives as well as the organizational objectives.
- (vi) Promote an understanding of the Centre and its activities or programmes among stakeholders and the general public to generate and sustain appreciation of its contribution to national development.
- (vii) Develop and maintain contacts with the media to maximize public relations opportunities and positive image building for the Centre.
- (viii) Develop an in-house Journal or Newsletter and annual reports derived from departmental reports to disseminate information on all affairs and activities of the Centre to maximize public awareness.
- (ix) Maintain communication and marketing tools such as video and photographic library, brochures, calendars, diaries, flyers documentaries and an interactive web-site.
- (x) Use the various social media platforms to market the LDC brand including employment of media tools to promote the Centre's PR activities
- (xi) Develop a robust consultative network with external agencies in the planning and execution of events such as conferences press releases, social responsibility programmes to maximize organizational representation and public relations opportunities.
- (xii) Perform protocol duties as need may arise.

- (xiii) Carry out necessary research required to maintain awareness of new developments in the field of Public Relations for maximum efficiency in executing the function; and
- (xiv) Promote a positive corporate image of the Centre.

Qualifications and Experience:

- The applicant must hold a Bachelor's Degree (Hons) in Mass Communication, Journalism or Public Relations from a reputable University
- A Post-Graduate Diploma in Public Relations and or a related field
- Master's degree in Mass Communication or Journalism or Public Relations from a reputable institution is a distinct added advantage.
- Minimum of (4) years of relevant working experience two (2) of which should be at the level of Senior Public Relations Officer in the public sector or reputable organization(s) in the private sector.
- Membership to the Public Relations Association of Uganda is desirable.

Key Competences:

- Excellent interpersonal, and communication skills.
- Good report writing skills.
- Good Computer skills in Word Processing, Spreadsheets and presentation application;
- Good marketing and networking skills; and
- Creativity, initiative and excellent planning and budget management skills.

Key Outputs:

- Clear Public Relations policies and procedural manuals
- Effective communication channels set up such as regular publication of a Newsletter, Brochures, Circulars, Press releases.
- Harmonious relations between the Centre and the general public.
- Regular, concise and accurate information about the Centre released to the media in a timely manner and after sufficient consultations; and
- A regularly maintained interactive website with current content.

HOW TO APPLY:

Detailed job descriptions and job specifications can be obtained from the LDC Website <https://www ldc ac ug>;

All eligible candidates should submit their applications with detailed and up to date CVs, certified copies of academic transcripts and certificates and any other supporting documents, day time telephone contacts and addresses of two referees (including the current employer (where applicable) to:

**The Head, Human Resource and Administration,
Law Development Centre,
P. O. Box 7117, Kampala;**

Hard copies should be hand delivered to the LDC reception at the **Kampala Campus**, or sent by email to: hr@ldc.ac.ug; (Attention: Ms. Emily Nabuuma)

Deadline: Friday, 18th March 2022 by 5:00pm.

Only short listed applicants will be contacted.