

## EMPLOYMENT OPPORTUNITIES

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

<b>1. Job Title:</b>	<b>Deputy Head, Postgraduate Legal Studies &amp; Legal Aid</b>
<b>Reports to:</b>	Head, Postgraduate Legal Studies & Legal Aid
<b>Salary grade:</b>	LS4 (S)
<b>Type of Contract:</b>	Fixed term (4 years)
<b>Duty Station:</b>	Kampala campus
<b>Supervisory Authority Over:</b>	Heads of Subjects

**Job Purpose:**

To deputise the Head Postgraduate Legal Studies and Legal Aid in providing academic leadership for staff within the department.

**Duties and Responsibilities:**

1. To participate in the process of timetabling and allocating subjects to Lecturers.
2. To assist in the development, review and update of curricula.
3. To assist in the oversight of the teaching activities (including oversight of Heads of Subject, lecturers, teaching, preparation of teaching materials and student assessment) of the department.
4. To assist the Head of Department in the evaluation and review of the syllabi and programmes.
5. To co-ordinate clerkship programmes.
6. To assist the Head of Department in supervising and assessing the performance of Heads of Subject in the department.
7. To contribute to the development of research, and knowledge exchange within the department.
8. To coordinate the teaching activities of the Bar Course department at regional centres.
9. To contribute to the development and implementation of departmental work plans and budgets.
10. To prepare quarterly performance reports and other relevant reports and submit to the Head, Postgraduate Legal Studies and Legal Aid.

**Qualifications and Experience:**

- i. Bachelor of Law - LLB (Hon) degree.
- ii. Postgraduate Diploma in Legal Practice from Law Development Centre.
- iii. LLM or Master of Business Administration or Master of Education Management.
- iv. Must be an enrolled advocate of the Uganda Bar.
- v. Experience in administration or Management at a senior level shall be an asset.
- vi. Broad knowledge of curriculum management at an institution of higher learning will be an added advantage.
- vii. Broad knowledge of supervising and coordinating academic programs.
- viii. At least six (6) years' work experience in private or public legal practice, 4 of which must have been in courts of record.
- ix. At least six (6) years' work experience teaching law in an institution of higher learning, three (3) of which should have been as a head of subject or equivalent level.

**Key Competences:**

- i. He/she should be a strategic planner.
- ii. He/she should possess interpersonal relationship management skills.
- iii. Creative and innovative.
- iv. Ability to initiate and facilitate change.
- v. He/she should be a person of high integrity.
- vi. Ability to produce quality results.
- vii. Effective communication skills.
- viii. He/she should be a good team player.
- ix. He/she should possess reporting writing skills.

<b>2. Job Title:</b>	<b>Head of Subject</b>
<b>Reports to:</b>	Deputy Head, Postgraduate Legal Studies & Legal Aid
<b>Salary grade:</b>	LS4
<b>Type of Contract:</b>	Fixed term (4 years)
<b>Duty Station:</b>	Kampala campus
<b>Supervisory Authority Over:</b>	Assistant Head of Subject

**Job Purpose:**

- I. To plan and coordinate the development of teaching materials for an assigned subject.
- II. To plan and coordinate the delivery of lectures and other academic activities to students.

**Duties and Responsibilities:**

1. To assist the departmental timetabling and allocating subjects to Lecturers ,planning and coordinating departmental activities.
2. To develop, review and update teaching materials for the assigned subject.
3. To participate in the development, review and update of curricula.
4. To plan and coordinate teaching during the week the assigned subject is being taught.
5. To preside over moots and firm discussions and other related activities.
6. To moderate, invigilate and oversee progressive assessments for the assigned subjects.
7. To supervise students on clerkship including research.
8. To prepare and submit weekly performance reports for Lecturers.
9. To coordinate and submit weekly students' assessments.
10. To counsel, mentor, and be available for consultations by students.
11. To contribute to the development of research, knowledge exchange and/or income generating activities within LDC.
12. Any other related duties as may be assigned by the Supervisor.

**Qualifications and Experience:**

- i. Bachelor of Law - LLB (Hon) degree.
- ii. Postgraduate Diploma in Legal Practice from Law Development Centre.
- iii. Master of Law - LLM degree or MBA shall be an added advantage.
- iv. Must be an enrolled advocate of the Uganda Bar.
- v. At least six (6) years' work experience in private or public legal practice.
- vi. At least four (4) years' work experience teaching law in an institution of higher learning, two (2) of which should have been as assistant head of subject or equivalent level.
- vii. Training in Pedagogy is an added advantage.

**Key Competences:**

- i. Time management skills.
- ii. Ability to relate and coordinate with fellow staff members.
- iii. The ability to create and innovate.
- iv. He/she should be a person of high integrity.
- v. Ability to produce quality results.
- vi. Effective communication skills.
- vii. He/she should be a team player

<b>3. Job Title:</b>	<b>Senior Systems Administrator / ICT Officer</b>
<b>Reports to:</b>	Director
<b>Salary grade:</b>	LS5
<b>Type of Contract:</b>	Fixed term (4 years)
<b>Duty Station:</b>	Kampala campus
<b>Supervisory Authority Over:</b>	Systems Administrator

**Job Purpose:**

- I. To develop and implement strategies, systems and procedures for managing students' data.
- II. To provide support to LDC on ICT initiatives, implement ICT development, networking and security standards and coordinate information needs and technical support requirements.

**Duties and Responsibilities:**

1. To develop ICT strategies and plans and ensure that they are correctly implemented.
2. To initiate, develop, review, update and implement LDC ICT policy.
3. To develop and maintain an on-line archiving system for users.
4. To configure and maintain software and hardware in good working order.
5. To ensure the availability of the ICT system, LAN/WAN and data security, including regular back-up and user access to computer facilities.
6. To provide advice on the acquisition of appropriate hardware and software and check and carry out tests on new ICT equipment from suppliers.
7. To develop and implement measures to ensure student data security and integrity.
8. To regularly update and maintain the LDC website.
9. To provide support in the creation, storage and maintenance of Electronic records.
10. To supervise, guide and manage staff performance of staff under his / her supervision.
11. To update and manage the LDC's computer hardware and other communications equipment inventory.
12. To oversee network administration, manage the phone system and evaluate LDC information systems.
13. To oversee the implementation of LDC Paperless communication policy.
14. To prepare and submit periodic reports to the Director.

**Qualifications and Experience:**

- i. A Bachelor's (Hon) degree in Information Technology, Computer Science or related field.
- ii. Master's Degree in Computer Science or equivalent is an added advantage.
- iii. Must be a qualified Network Administrator/Information Technologist.
- iv. At least four (4) years' work experience, 2 of which should have been at a senior level in Network Administration, Web administration in a Government or reputable private organization.

**Key Competences:**

- i. Strong interpersonal and leadership skills.
- ii. Creative and innovative.
- iii. Ability to embrace change.
- iv. He/she should be a person of high integrity.
- v. Results oriented.
- vi. Effective communication skills.
- vii. Team player.
- viii. Time management.

<b>4. Job Title:</b>	<b>Estates Officer</b>
<b>Reports to:</b>	Manager Administration
<b>Salary grade:</b>	LS6
<b>Type of Contract:</b>	Fixed term (4 years)
<b>Duty Station:</b>	Kampala campus
<b>Supervisory Authority Over:</b>	Estates Assistant, Security Guards and Cleaning staff (in liaison with the service provider)

**Job Purpose:**

Under the overall supervision of the Manager Administration, to maintain LDC premises and assets.

**Duties and Responsibilities:**

1. To develop and implement plans and budgets for maintaining Centre premises and assets.
2. To ensure effective use and storage of LDC assets.
3. To participate in the preparation of Bills of Quantities.
4. To supervise construction and other maintenance projects and works.
5. To manage utilities i.e. electricity, water and sewerage.
6. To ensure that all lecture rooms and equipment are properly maintained daily before use.
7. To supervise cleaners and ensure a high standard of cleanliness of LDC premises.
8. To supervise the security guards and ensure safety of LDC premises and assets.
9. To supervise works done at the office premises including but not limited to installations, fumigation, garden weeding, etc.
10. To identify faulty fixtures, equipment, furniture and ensure timely repairs of minor works within a period of one week of faults identification or reporting.

**Qualifications and Experience:**

- i. A Bachelor's degree in Civil Engineering.
- ii. Training in Project Planning & Management is an added advantage.
- iii. At least two (2) years' work experience in a similar position preferably in an academic institution of higher learning.
- iv. Membership in the Uganda Institute of Engineers is an added advantage.

**Key Competences:**

- i. Computer skills.
- ii. Strong numerical skills.
- iii. Strong analytical skills.
- iv. Strong interpersonal and leadership skills.
- v. High level of integrity.

There is one (1) vacancy for each of the positions advertised above. 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;**

Applications should be hand delivered to the LDC reception at the **Kampala Campus**, or soft copy sent by email to: [hr@ldc.ac.ug](mailto:hr@ldc.ac.ug); (Attention: Ms. Emily Nabuuma)

**Deadline: Friday 29<sup>th</sup> July, 2022 by 5:00pm**

**Only shortlisted applicants will be contacted**