

EXCITING CAREER OPPORTUNITIES AT LDC

The Law Development Centre (LDC) invites applications from qualified Ugandans to fill the following vacant positions based at its respective campuses of Kampala and Lira:

Position	Grade	Duty Station	Status
Manager, Administration	LS4	Kampala Campus	New
Legal Officer (Legal Aid Clinic)	LS6	Kampala Campus	New
Procurement and Disposal Assistant	LS7	Kampala Campus	New
Administrative Assistant/Front Desk Assistant	LS7	Lira Campus	Re-advertised

Applications clearly indicating the preferred campus/duty station should be addressed to:

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

Applications should be submitted by:

- (i) Email addressed to hr@ldc.ac.ug **Or;**
- (ii) Hand delivery 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 in Portable Document Format (PDF) as a single file.

The closing date for submission of applications is Friday 5th February, 2021 at 5:00pm.

Note:

Applicants who had previously applied for the re-advertised position of Administrative Assistant/Front Desk Assistant, Lira Campus need not re-apply.

Detailed Job Descriptions and Person Specifications are appended here below:

KAMPALA CAMPUS:

POSITION	MANAGER, ADMINISTRATION (01)	SALARY SCALE: LS4
REPORTS TO	HEAD- HUMAN RESOURCE AND ADMINISTRATION	
PURPOSE OF THE JOB		
To perform various administrative support functions that facilitate the smooth operations of LDC		
DUTIES AND RESPONSIBILITIES		
<ol style="list-style-type: none"> 1. To compile quarterly and annual performance reports of the Administration Section 2. To compile and update the Centre's Assets Register 3. Responsible for the day to day management of all LDC assets and property and ensuring that they are in good working condition 4. To oversee LDC premises and ensure a clean working environment 5. To monitor and enforce standards of service delivery for outsourced/contracted providers 6. Accomplish staff results by communicating job expectations, planning, monitoring, and appraising job results including coaching, counseling, initiating, coordinating, and enforcing systems, policies, and administrative procedures for administrative support staff 7. To compile and submit monthly vehicle utilization reports including summaries of vehicle/fuel usage and maintenance 8. Responsible for the day to day management of the transport function and maintenance of LDC vehicles 9. Pursuant to 8 above, develop appropriate systems for monitoring vehicle movement, utilization, maintenance and ensuring that repairs are done in a timely manner 10. Responsible for day to day management of all administrative functions including supervision of administrative staff. The functions include estates, security, transport, front office staff and coordination of official travel; and 11. To oversee proper utilization of LDC property and ensure that all newly acquired equipment are engraved and properly maintained. 		
QUALIFICATIONS AND EXPERIENCE		
<ol style="list-style-type: none"> 1. A Master's Degree in Public Administration and Management, Social Work and Social Administration, Business Administration (Management option), Managerial Science or a related field from a recognized University shall be an added advantage. 2. A Bachelor's Degree in Public Administration and Management, Social Work and Social Administration, Business Administration or Social Sciences or Arts with a bias in Public Administration or Management or a related field. 3. A Post Graduate Diploma in Public Administration or Management is a must. 4. Membership to a relevant Professional Association such as the Institute of Administrative Management (UK), the Association of Managers and Administrators (UK), or UK's professional Association for Research Leadership, Management and Administration will be an added advantage 5. At least Six (6) years' work experience in Administration or Management, three (3) of which should have been at a senior or managerial level or its equivalent in a government or a reputable private organization. 		
KEY COMPETENCIES		
<ol style="list-style-type: none"> i) Should have strong written and verbal communication skills including good report writing skills ii) Must have strong, up to date computer skills and demonstrate high proficiency in the use of Ms Word, Ms Excel, and PowerPoint iii) Should possess strong analytical and decision-making skills iv) Should be a person of high integrity in addition to being a people-person v) Must have strong Interpersonal skills and the ability to network and reach out to a diverse clientele 		

vi) Should have strong leadership skills in addition to being open-minded vii) Should demonstrate the ability to work in a team and the ability to respond to change		
POSITION	LEGAL OFFICER - LEGAL AID CLINIC (01)	SALARY SCALE LS6
REPORTS TO	SENIOR LEGAL OFFICER - LEGAL AID CLINIC	
PURPOSE OF THE JOB To provide general legal counsel to the Legal Aid Clinic clients		
DUTIES AND RESPONSIBILITIES <ol style="list-style-type: none"> 1. To interview and provide general legal counsel to clients 2. To draft and prepare legal and court documents 3. To represent clients in courts of law, mediation/arbitration proceedings and or other tribunals 4. To provide legal advice to LDC 5. To participate in Legal Aid Clinic field activities 6. To maintain proper and up-to-date client's records and files; and 7. To prepare and submit monthly progress and activity reports to the Senior Legal Officer. 		
QUALIFICATIONS AND EXPERIENCE <ol style="list-style-type: none"> 1. A Bachelor of Laws Degree - LLB (Hon) degree 2. Postgraduate Diploma in Legal Practice from Law Development Centre 3. At least two (2) years' work experience in legal aid practice. 		
KEY COMPETENCIES i) He/she should be a person of high integrity ii) Should have the ability to produce quality results iii) Should have effective communication and interpersonal skills iv) He/she should be a team player v) Should possess good report writing skills		
POSITION	PROCUREMENT AND DISPOSAL ASSISTANT (01)	SALARY SCALE LS7
REPORTS TO	SENIOR PROCUREMENT AND DISPOSAL OFFICER	
PURPOSE OF THE JOB: To provide support in planning, reviewing, monitoring and reporting on procurement transactions		
DUTIES AND RESPONSIBILITIES <ol style="list-style-type: none"> 1. To compile and compute all procurement requirements from line departments 2. To handle suppliers' correspondences about the procurement procedures and updates 3. To liaise with suppliers and other stakeholders to ensure timely delivery of goods and services as per contract agreements 4. To liaise with the relevant departments and ensure timely payments to suppliers 5. To receive and register bids 6. To attend to inquiries and notify bidders of the outcome of the bidding process; and 7. To establish, maintain and update the LDC procurement filing system, records and supplier database. 		
QUALIFICATIONS AND EXPERIENCE <ol style="list-style-type: none"> 1. Uganda Advanced Certificate of Education with at least two principal passes 2. A minimum of a Diploma in Procurement and Supply Chain Management from a recognized university/training institution 		

3. Computer literacy is a must
4. At least two (2) years' work experience in a similar role or related field.

KEY COMPETENCIES

- i) He/she should be creative and innovative
- ii) Excellent time management skills are essential
- iii) Demonstrable ability to embrace change management
- iv) Must be computer literate with a strong knowledge of e-procurement
- v) Demonstrable ability to pay attention to detail
- vi) Should be a person of integrity and have the ability to observe strict confidentiality
- vii) Demonstrable ability to meet tight deadlines
- viii) Should be results oriented and a team-player
- ix) Should have excellent communication and interpersonal skills

LIRA CAMPUS:

JOB TITLE:	ADMINISTRATIVE ASSISTANT / FRONT DESK ASSISTANT(01)- RE-ADVERTISED	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 the regional campus		
DUTIES AND RESPONSIBILITIES <ol style="list-style-type: none">1. To type set documents and ensure safe custody of such documents2. To handle and record incoming and outgoing mail and ensure that they are received and dispatched in time3. To attend to day to day administrative matters4. To make arrangements for meeting venues and other logistics5. To receive and direct visitors who come to the campus6. To attend to incoming and outgoing telephone calls7. To attend to students' inquiries and where possible, address their needs8. To attend to visitors, and direct them accordingly9. To maintain a front desk visitors' register; and10. To receive mail and direct it to the relevant offices.		
QUALIFICATIONS AND EXPERIENCE <ol style="list-style-type: none">1. Uganda Advanced Certificate of Education with at least two principal passes2. A diploma in Secretarial studies or Mass communication.3. At least two (2) years' experience in front desk work in a busy organization, preferably an institution of higher learning.		
KEY COMPETENCIES <ol style="list-style-type: none">i) Good communication and presentation skillsii) Should have a pleasant personalityiii) Must have excellent computer skillsiv) High level of integrity and confidentialityv) Good time management skills are a mustvi) The ability to meet set deadlines is desirablevii) The ability to work long hours with minimal supervision		