

EMPLOYMENT OPPORTUNITIES

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

1. Job Title:	Academic Registrar
Reports to:	Director
Salary grade:	LS3
Type of Contract:	Fixed term (4 years)
Duty Station:	Kampala campus
Supervisory Authority Over:	Assistant Academic Registrars

Job Purpose:

To coordinate the management of academic programmes, admissions, registration and examinations.

Duties and Responsibilities:

1. To manage students admissions (including preparation of admission letters) and registration.
2. To coordinate with Heads of academic departments in the orientation of students.
3. To supervise the creation, update, issuance and storage of academic records.
4. To liaise with teaching departments in the development, preparation and implementation of academic programs.
5. To coordinate the preparation, administration and marking of examinations and other assessments.
6. To develop and implement a realistic examination management system.
7. To handle all matters associated with the issuing of academic transcripts and certificates.
8. To manage students' admissions, registration and academic records.
9. To verify and certify academic documents issued by LDC.
10. To plan and coordinate preparations for academic ceremonies.
11. To develop and implement a quality assurance framework for academic programmes.
12. To supervise students data creation, storage and usage.
13. To supervise, guide and manage staff performance under his/her direct report and guide them in accordance with the law, policies and regulations in force.
14. To develop and implement departmental work plans and budgets.
15. To issue students' identity cards.
16. To provide the secretariat for the academic board.

Qualifications and Experience:

- i. Bachelor's (Hon) degree in Social Sciences or Arts or Education, or Management.
- ii. Master's degree in Public Administration and Management or Education Management or Business Administration or Management science.
- iii. At least eight (8) years' work experience in managing academic affairs, 5 of which should have been at a managerial level or its equivalent in a large institution of higher learning.

Key Competencies:

- i. He/she should be a strategic planner.
- ii. Interpersonal relationship and management skills.
- iii. Creativity and innovativeness.
- 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.
- viii. He/she should be a team builder.

2. Job Title:	Assistant Academic Registrar (2)
Reports to:	Assistant Director- Mbarara / Lira
Salary grade:	LS5
Type of Contract:	Fixed term (4 years)
Duty Station:	Mbarara / Lira campus
Supervisory Authority Over:	N/a

Job Purpose:

To assist the Academic Registrar to coordinate all academic activities of admission, registration & examinations at the Study centre.

Duties and Responsibilities:

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.

Qualifications and Experience:

- i. Bachelor's (Hon) degree in Social Sciences, Arts, Education, or Management.
- ii. Master's degree in Public Administration and Management or Education Management or Business Administration or Management Science shall be an added advantage.
- iii. At least four (4) years' work experience in managing academic affairs in a large institution of higher learning.

Key Competencies:

- i. The ability to organize work to ensure efficiency and effectiveness in performance.
- ii. Interpersonal relationship and management skills.
- iii. Creativity and innovativeness.
- 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.

3. Job Title:	Programme Officer - Legal Aid Clinic
Reports to:	Manager - Legal Aid Clinic
Salary grade:	LS6
Type of Contract:	Fixed term (4 years)
Duty Station:	Kampala campus
Supervisory Authority Over:	N/a

Job Purpose:

To build relationships with strategic partners, Secure project funding from institutional funders, manage contracts with institutional donors, monitoring and evaluation and reporting on programmes, sharing programmes impact and lessons, policy analysis and development.

Duties and Responsibilities:

1. To initiate and develop project proposals for funding Legal Aid Clinic programmes.
2. To develop guidelines for implementation of projects.
3. To initiate and develop monitoring and evaluation tools and guidelines.
4. To coordinate with all departments in identification of projects and developing project concepts and proposals for LDC.
5. To follow up, monitor and evaluate Legal Aid Clinic programs.
6. Contribute to strategic planning within the Legal Aid team, including annual and medium term planning and monitoring.
7. Manage and coordinate scheduled reporting to meet institutional donor reporting requirement.
8. Work with Finance and Planning department to ensure financial information is up to date, variances are identified and recommendations for action made.
9. To assist in the development all Legal Aid Clinic's training manuals.
10. To develop concepts for the simplified training materials.
11. To prepare work plans and reports for clinic activities.

Qualifications and Experience:

- i. Bachelor of Law - LLB (Hon) degree or Development Studies or Social Sciences or Business Administration.

- ii. Post Graduate Diploma in Project Planning and/or Public Administration/Management
- iii. Postgraduate training in law shall be an added advantage.
- iv. At least two (2) years' work experience project planning and management from a large public or reputable private organization.

Key Competences:

- i. The ability to work under pressure.
- ii. Creativity and innovativeness.
- 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. Reporting writing skills.

4. Job Title:	Research & Publications Officer
Reports to:	Head, Law Reporting, Research & Law Reform
Salary grade:	LS6
Type of Contract:	Fixed term (4 years)
Duty Station:	Kampala campus
Supervisory Authority Over:	N/a

Job Purpose:

To assist in the initiation and design of research projects.

Duties and Responsibilities:

1. To draft research proposals.
2. To gather, analyse and interpret data for publication.
3. To collect judgements to assist in Law Reporting.
4. To participate in developing research strategies for LDC.
5. To participate in impact assessment and performance evaluation of LDC's research findings.
6. To assist in Law Reform activities.
7. To draft papers for various officials to present in workshops and seminars.

Qualifications and Experience:

- i. Bachelor of Law - LLB (Hon) degree.
- ii. Postgraduate Diploma in Legal Practice from the Law Development Centre.
- iii. Must be an enrolled advocate.
- iv. At least two (2) years' work experience in legal research.

Key Competences:

- i. Strong knowledge of computer applications.
- ii. Strong analytical skills.
- iii. Interpersonal relationship and management skills.
- iv. Should be creative and innovative.
- v. He/she should be a person of high integrity.
- vi. Results Oriented.
- vii. Effective communication and interpersonal relations skills.
- i) He/she should be a team player.

5. Job Title: Legal Officer – Law Reform
Reports to: Head, Law Reporting, Research & Law Reform
Salary grade: LS6
Type of Contract: Fixed term (4 years)
Duty Station: Kampala campus
Supervisory Authority Over: N/a

Job Purpose:

To participate in developing proposals, planning and implementing activities for Law Reform.

Duties and Responsibilities:

1. To participate in developing proposals for law reform.
2. To carry out research on the proposed law(s) for reform.
3. To draft advice and legal opinions to Parliament or any other body responsible for law reform.
4. To participate in Research and Law reporting activities.
5. To assist in planning and budgeting for departmental activities.

Qualifications and Experience:

- i. Bachelor of Law- LLB (Hon) degree.
- ii. Postgraduate Diploma in Legal Practice from the Law Development Centre.
- iii. Must be an enrolled Advocate of the High Court of Uganda.
- iv. At least two (2) years' work experience in law reform or related area of law.

Key Competences:

- i. Strong knowledge of computer applications.
- ii. Possesses strong relationship management skills.
- iii. Should be creative and innovative.
- iv. He/she should be a person of high integrity.
- v. Results Oriented.
- vi. Effective communication and interpersonal relations skills.
- vii. He/she should be a team player.

6. Job Title: Legal Clerk – Legal Aid Clinic
Reports to: Senior Legal Officer – Legal Aid Clinic
Salary grade: LS7
Type of Contract: Fixed term (4 years)
Duty Station: Kampala campus
Supervisory Authority Over: N/a

Job Purpose:

To provide support services to the Legal Aid Clinic.

Duties and Responsibilities:

1. To file court documents.
2. To serve summons, complaints, statements of defence and other court documents.
3. To register walk in clients.
4. To maintain proper and up-to-date client's records and files.

Qualifications and Experience:

- i. Diploma in Law or Diploma in Human Rights from the Law Development Centre.

- ii. At least two (2) years' work experience as a Court clerk, Legal clerk or Process server or as a Reconciliator or Mediator or Social worker.

Key Competences:

- i. He/she should be a person of high integrity.
- ii. Effective communication skills.
- iii. He/she should be a team player.
- iv. Good time management.

7. Job Title:	Security Guard (2)
Reports to:	Estates Officer
Salary grade:	LS9
Type of Contract:	Fixed term (4 years)
Duty Station:	Kampala campus
Supervisory Authority Over:	N/a

Job Purpose:

To guard, patrol, or monitor Centre premises to prevent theft, violence or violation of rules.

Duties and Responsibilities:

1. Patrol Centre premises to prevent and 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 for 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 property.
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 rule violation, and apprehend or evict violators from premises using force where necessary.

Qualifications and Experience:

- i. Uganda Advanced Certificate of Education.
- ii. Must have attended security training from a reputable institution.
- iii. At least three (3) years' work experience from a reputable security organization.

Key Competences:

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

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

Applications should be hand delivered to the LDC reception at **Kampala, Mbarara or Lira campus, or** soft copy sent by email to: hr@ldc.ac.ug

Deadline: Friday 20th January, 2023 by 5:00pm

Only shortlisted applicants will be contacted