

JOB DETAILS

JOB TITLE:	MANAGER LEGAL AID CLINIC	SALARY SCALE: LS 4
REPORTS TO:	HEAD DEPARTMENT OF POSTGRADUATE LEGAL STUDIES AND LEGAL AID	
PURPOSE OF THE JOB To develop, implement, review and monitor Legal Aid Clinic Programs and Operations.		
DUTIES AND RESPONSIBILITIES <ol style="list-style-type: none">1. To develop and implement LAC work plans and budgets.2. To develop project proposals for fundraising for the Clinic's programmes and operations.3. To implement and monitor all LAC projects.4. To teach on the Clinic Legal Aid program and follow up students' field placements.5. To represent LAC clients in the courts of law.6. To handle court cases involving LDC.7. To assist in the development of curriculum for clinical legal education and pro bono.8. To participate in the supervision of students practicing in courts of Law.9. To supervise, guide and manage staff performance under his/her supervision.10. To monitor and evaluate LAC field activities.11. To provide technical input and support the Human Resource Manager in the recruitment of project staff.12. To organize the Clinic Advisory Board meetings and provide the secretariat.13. To make periodic reports to the Clinic Advisory Board and donors.14. To carry out any other duties as assigned from time to time by the Head of Department.		

QUALIFICATIONS AND EXPERIENCE ESSENTIAL <ol style="list-style-type: none">1. An Honors Degree in Law.2. Postgraduate diploma in Legal Practice from Law Development Centre.3. At least 10 years' demonstrable experience in legal aid practice, five of which should have been served at a senior level in a reputable organization providing legal aid to vulnerable or disadvantaged groups.4. Experience in dealing with Juvenile Justice practice.5. Experience in fundraising and dealing with donors/development partners.6. Ability to lead teams and professionals from diverse backgrounds. ADDED ADVANTAGE <ol style="list-style-type: none">7. Master's degree in Law.8. Training in project Planning and Management.9. Training in Child Justice.
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