

TITLE : **SENIOR LEGAL OFFICER (1)**

CATEGORY : **PROGRAMS**

DIRECTLY RESPONSIBLE TO
: **EXECUTIVE DIRECTOR**

LOCATION : **BUSHENYI DISTRICT**

PURPOSE OF THE TASK:

Responsible for effective and efficient implementation of the activities of the FHRI Legal aid Project in Bushenyi district and for its management and administration.

REPORTING TO TASK HOLDER:

- Legal Officers (2)
- Paralegals (5)
- Clerk (1)
- Front Desk Officer (1)
- Cleaner (1)

QUALIFICATIONS:

A degree in Law. A postgraduate diploma in Legal practice with a valid Practising Certificate is a minimum requirement.

EXPERIENCE:

A minimum of 5 years working experience in legal practice with requisite management skills.

TASKS:

- Oversee and supervise the FHRI Legal aid project in Bushenyi district.
- Manage and grow the FHRI Legal aid project within the Criminal Justice (CJ) system and other justice actors in Bushenyi district for effective project implementation.
- Handle FHRI legal matters, advise on internal legal matters concerning the operation of the FHRI Bushenyi Legal aid office.
- Ensure implementation of all planned project activities in Bushenyi, including follow up and evaluation of interventions made.
- Provide legal assistance to clients through mediation and court representation.
- Organise legal aid outreach and other planned project outreach activities in the Greater Bushenyi.
- Set and monitor performance indicators, co-ordinate and monitor the work of the other legal officers, paralegals and other staff working in the FHRI Bushenyi Legal aid clinic as well as setting performance indicators to ensure high quality services.
- Provide CJ related technical and policy/ practice analysis to enable FHRI make informed decisions in its advocacy to improve access to justice in the Greater Bushenyi.
- Prepare periodic work-plans and reports on the activities of the secretariat in Bushenyi in a timely fashion.
- Monitor the performance of the project activities against the set project objectives/indicators.
- Ensure strategic visibility of FHRI interventions in Bushenyi district.
- Ensure proper accountability for project funds made available to the Bushenyi Legal aid office.
- Represent FHRI at different meetings organised by partners as may be assigned.
- Ensure proper use and care of all FHRI assets procured for the FHRI Legal aid Office in Bushenyi.
Establish linkages with other project units of FHRI and contribute to the organisational E-newsletter.

Supervise and mentor the FHRI- Bushenyi legal aid project team.
Any other duties as may be assigned from time to time by the Management of FHRI.

REQUIRED SKILLS

- Technological awareness/computer skills;
- Excellent communication and writing skills.
- Strong interpersonal skills demonstrated by the ability to build a team;
- Strong managerial/leadership skills;
- Ability to effectively lead, supervise, mentor, develop staff;
- Lobbying, advocacy and research skills;
- Good public relations skills;
- Strong organisational skills,
- Alternative Dispute Resolution skills.

OTHER CONSIDERATIONS

- Ability to prepare project reports, activities, formulate positions on issues, articulate options including making well informed recommendations.
- Knowledge of human rights,
- Self motivated,
- Dedicated,
- Hardworking,
- High sense of innovation,
- Honesty,
- Integrity and,
- Ability to work under pressure.

TITLE	:	LEGAL OFFICERS (2)
CATEGORY	:	PROGRAMS
DIRECTLY RESPONSIBLE TO	:	SENIOR LEGAL OFFICER
LOCATION	:	BUSHENYI DISTRICT

PURPOSE OF THE TASK:

Assist the Senior Legal Officer in running AND carrying out the activities of the FHRI Bushenyi Legal aid Project.

QUALIFICATIONS:

A University degree in Law. A postgraduate diploma in legal practice with a practising certificate is a requirement.

EXPERIENCE:

A minimum of 3 years of working experience in Legal Practice.

TASKS:

- Carry out FHRI Bushenyi Legal aid project activities.
- Interview, counsel, mediate and provide legal counsel and legal representation to clients.
- Draft and preparation of legal and court documents.
- Maintain proper and up to date client's records and files.
- Represent the organisation at different meetings organised by FHRI partners as may be assigned.
- Prepare and submit monthly progress and activity reports to the Senior Legal Officer.
- Ensure strategic visibility of the project.
- Ensure that project tasks are carried out as agreed with the Senior Legal Officer and Project team.
- Carryout any other duties as may be assigned by the Senior Legal.

REQUIRED SKILLS

- Technological Awareness /computer skills,
- Excellent communication and writing skills,
- Strong interpersonal skills demonstrated by the ability to work in a team,
- Lobbying, advocacy and research skills,
- Good public relations skills,
- Alternative Dispute Resolution skills.

OTHER CONSIDERATIONS:

- Knowledge of human rights and law
- Self-motivated
- Dedicated
- Hardworking
- Kind and compassionate
- Ability to work under pressure

TITLE : **PARALEGALS (5)**
CATEGORY : **PROGRAMS**
DIRECTLY RESPONSIBLE TO : **SENIOR LEGAL OFFICER**
LOCATION : **BUSHENYI DISTRICT**

PURPOSE OF THE TASK:

Assist the Senior Legal Officer in the provision of legal and rights awareness services.

QUALIFICATIONS:

A Diploma in Law or related field.

EXPERIENCE:

At least 3 years of working experience.

TASKS:

- Ensure that project activities are carried out as provided for the Legal aid office, Bushenyi.
- Provision of basic legal education to the users of the justice system.
- Equip inmates and suspects with basic legal knowledge and other relevant basic legal assistance.
- Contribute to constant engagements with justice institutions to comply to justice performance standards.
- To prevent minor civil disputes through Alternative Dispute Resolution (ADR) at village level.
- Aid inmates with tracing of sureties and creating awareness of court procedures for court users.
- Identify juveniles and link suspects to potential sureties to facilitate police bond, bail process, and mediate non-founded cases.
- Identify cases for High Court sessions and Plea bargain.
- Address disputes through mediation and referrals at the community level.
- Any other duties as assigned by Management of the FHRI Legal aid offices, Bushenyi.

REQUIRED SKILLS

- Technological Awareness/computer skills,
- Good communication and writing skills,
- Strong interpersonal skills demonstrated by the ability to work in a team,
- Lobbying, advocacy and research skills,
- Good public relations skills,
- ADR skills.

OTHER CONSIDERATIONS:

- Knowledge of human rights
- Self motivated
- Dedicated
- Hardworking
- Ability to work under pressure

TITLE : **CLERK (1)**
CATEGORY : **ADMINISTRATION**
DIRECTLY RESPONSIBLE TO : **SENIOR LEGAL OFFICER**
LOCATION : **BUSHENYI DISTRICT**

PURPOSE OF THE TASK :

Provide secretarial, clerical and administrative support to ensure that FHRI Bushenyi Legal aid Project is implemented in an effective and efficient manner.

QUALIFICATIONS:

A Bachelor's degree in a relevant field.

EXPERIENCE:

A minimum of 2 years experience in secretarial and office administration in a law firm/NGO.

TASKS:

- Carry out all secretarial work including drafting and typing, emailing of various correspondences as well as photocopying.
- Receive and dispatch mail/correspondences in an efficient manner.
- Receive and welcome project site visitors and answer telephone calls in a polite and professional manner.
- Arrange for project meetings.
- Write and distribute minutes of project meetings.
- Maintain an efficient filing system.
- Take care of and ensure maintenance of office equipment.
- At the request of project staff, provide support in organizing workshops and meetings
- Ensure distribution of and timely replenishment of office items (stationery, kitchen, and other utilities).
- Make travel arrangements for project staff as deemed necessary.
- Ensure proper use and care of all project assets.
- Establish linkages with other project units of FHRI.
- Carryout any other duties as may be assigned by Management of the FHRI Legal aid offices in Bushenyi.

RELEVANT SKILLS:

- Managerial skills,
- Computer skills,
- Secretarial skills,
- Good interpersonal skills,
- Communication skills,
- Good filing and organizational skills,
- Public relations skills.

OTHER CONSIDERATIONS:

- Able to work independently with minimum supervision.
- Ability to operate in compliance with organizational rules and regulations.
- Teamwork - Very good interpersonal skills with demonstrated ability to work in a team.
- Ability to keep confidential information.
- Client Orientation - Skilful in identifying clients' needs.
- Proven shorthand and typing ability.
- Knowledge of office procedures.
- Be able to handle high-profile clientele with dignity.

SPECIAL ATTRIBUTES:

- Ability to work under pressure,
- Pleasant personality,
- Efficient,
- Smart,
- Honest,
- Loyal,
- Organized.

TITLE : **ACCOUNTS OFFICER (1)**
CATEGORY : **OPERATIONAL**
DIRECTLY RESPONSIBLE TO : **DIRECTOR FINANCE AND ADMINISTRATION**
LOCATION : **BUSHENYI DISTRICT**

PURPOSE OF THE TASK:

Implement and maintain the accounting records for all financial transactions and correspondence and; update records in line with established financial procedures and guidelines of FHRI.

QUALIFICATIONS:

A minimum of a University Degree in Commerce or Business Administration from a recognised University/Institution or a Diploma in Accountancy or Business Studies. A professional qualification in ACCA/CPA is an added advantage.

EXPERIENCE:

A minimum of 3 years working experience with a reputable non-profit making organisation.

TASKS:

- Monitor Bushenyi Legal aid project quarterly/annual budgets to ensure expenditure is in line with the business plan.
- Develop and maintain project accounting processes and internal payment controls to ensure effectiveness and efficiency.
- Implement and maintain accounting payment process with all project actors and ensure compliance with donor and host institutional financial policies and procedures.
- Ensure quality control of payments in the project site and provide technical support to project staff to improve capacity.
- Ensure complete and accurate reporting and accounting of all expenditure.
- Make proper records of cash received/paid out through the evidence of receipt/payment vouchers duly authorised, and ensure all vouchers are properly filed and up-to-date.
- Prepare payments and ensure that vouchers are presented for authorisation.
- Where applicable, arrange funds transfers as and when required to the field partners.
- Maintain cashbooks, cheque register for all bank accounts, and produce a monthly reconciliation statement for each account.
- Assist in the preparation of monthly financial and management accounting reports.
- Post relevant accounting and financial transactions to tally with the computerised accounting system.
- Maintain and keep track of the project's fixed assets and insurance policies in addition to making the necessary adjustments.
- Ensure effective accountability of all project financial disbursement /remittances.
- Ensure proper use and care of all project assets.
- Establish linkages with other project units of FHRI.
- Carryout any other duties as may be assigned by Management of FHRI.

RELEVANT SKILLS:

- Strong organisational, analytical, interpersonal and communication skills,
- Report writing skills,
- Good safe key handling skills,
- Computer Skills in MS, Excel, Word and Accounting packages.

OTHER CONSIDERATIONS:

- Self-motivated,

- Ability to initiate and complete assignments,
- Honesty,
- Ability to work under minimum supervision,
- Ability to work in a team,
- Security conscious,
- Ability to work under pressure.

TITLE : **FRONT DESK OFFICER (1)**

CATEGORY : **ADMINISTRATION**

DIRECTLY RESPONSIBLE TO : **SENIOR LEGAL OFFICER**

LOCATION : **BUSHENYI DISTRICT**

PURPOSE OF THE TASK :
Serve as the gateway to all visitors/contacts of the FHRI Bushenyi Legal aid Office.

QUALIFICATIONS:
A diploma in Office Management & Administration, Customer care or its equivalent.

EXPERIENCE:
At least 3 years working experience.

TASKS

- Ensure that the FHRI Bushenyi Legal aid Office Front Desk is manned at all times.
- Receive and welcome all visitors to the office in a prompt, professional, and courteous manner; greet, assist and accurately direct all visitors.
- Maintain office security by ensuring all visitors are connected with the staff responsible for their visit, ensuring each visitor wears the visitors' badge, and where appropriate, have the visitor register in the Guest Book.
- Operate the telephone system and process all inbound calls correctly; answer the telephone and transfer calls to the appropriate individuals and units, screen and place callers or visitors to the right contacts within the office.
- Serve as the first contact point to answer general queries on the project activities.
- Maintain an awareness of current staff functions and developments in order to respond to callers and visitors appropriately.
- Maintain Front Desk literature and order as necessary.
- Handle inbound packages and special deliveries as needed.
- Provide clerical and administrative support for other project staff.
- Perform any other tasks as assigned.

• **RELEVANT SKILLS**

- Good communication skills,
- A good command in both written and spoken English,
- Good record keeping skills,
- Typing ability,
- Good computer skills,
- Excellent interpersonal skills.

OTHER CONSIDERATIONS:

- Thorough knowledge of modern office management and administration.
- Good knowledge of the organization, activities, personnel and company policies/procedures.
- Requires the ability to work well with people.
- Requires pleasant speaking voice, tact, and professionalism in dealing with visitors and guests.
- Must have the ability to handle a variety of tasks at once.
- Must have the ability to handle high stress environments positively and with sound judgment and have the ability to think quickly.
- Must be available and willing to work extra hours, if required, on short notice.
- Professional appearance and manners.
Must be punctual.