



JOB OPPORTUNITY



Uganda Law Society is a membership organization established by an Act of parliament to provide services to its members in particular and to the people of Uganda in general. Its vision is to excel as a professional body in the development of the legal profession and promotion of justice in Uganda. Its mission is to improve the professional standards of members of the legal profession and to promote human rights and the rule of law, by assisting the government and the judiciary in the administration and practice of law in Uganda. Through its Legal Aid Project, the Society is seeking a qualified and experienced individual to fill the following position at its clinic in Kabale.

Legal Officer (1) KABALE.

Duty Station- Kabale Clinic.

This position reports to the Head Legal Aid and Pro-Bono Services. Major responsibilities will include but not limited to;

- a) Interviewing, counseling and provision of general Legal counsel to clients.
- b) Drafting and preparation of Legal and Court Documents.
- c) Representing the Employer's clients in courts of law, mediation/arbitration proceedings and or other tribunals.
- d) Representing the Employer at forums and meetings with donors, partners, etc.
- e) Formulation of articles for the Employer's Journals and newsletters.
- f) Supervise all pro-bono activities generally
- g) Preparation and submission of monthly Progress and Activity reports
- h) Maintaining proper and up-to-date client's records and files.
- i) Overall management and supervision of the Legal Aid clinics
- j) Ensure proper use and care of all assets belonging to the Employer.
- k) Supervise and appraise staff under his or her supervision. The appraisal shall be done together with the Head of Department, Legal Services.
- l) Manage the branch office.
- m) Carry out any other lawful duties as may be assigned by the Executive Director, Head of Department, Legal Aid Services and or any other superior/supervisor.

Person Specification.

- a) LLB and post graduate diploma in legal practice
- b) At least 1 years of professional litigation experience and qualified to appear before the High Court.
- c) Must be in position to speak Runyankole Rukiga.

Key Competencies

- d) Computer literacy
- e) Tested skills in ADR and advocacy.
- f) Training and skills transfer ability
- g) An open and result oriented approach to work
- h) Leadership, management and team building skills
- i) Good report writing skills
- j) Integrity, confidentiality and the ability to accomplish tasks promptly under minimum supervision.

Applications accompanied by a covering letter, testimonials should be submitted not later than **20th February 2012** and addressed to:

**THE EXECUTIVE DIRECTOR
UGANDA LAW SOCIETY/LEGAL AID PROJECT
PLOT 5A, ACACIA AVENUE
P.O.BOX 426, KAMPALA**