



## VACANCY FOR PROJECT MANAGER ACCESS TO JUSTICE

Buliisa Initiative for Rural Development Organisation (BIRUDO) is a local NGO operating in the Albertine region dedicated to enhancing access to justice for poor and promotion and protection of human rights and governance. BIRUDO seeks to recruit a competent professional with significant experience in Legal Practice.

**Position:** Project Manager

**Report to:** Executive Director

**Dotted reporting to:** Program Manager

**Location:** Buliisa District

**Duration:** 1 year fixed term contract with possible extension (full-time)

**Salary:** Attractive

### **The purpose of the position:**

1. To strengthen the quality and impact of BIRUDO in delivery of access to justice, human rights and governance programs.
2. Provide legal, programmatic and administrative support to BIRUDO and her target community members and partners.

### **The specific tasks include:**

- Provide legal, counsel support and advice to the community and BIRUDO staff.
- Provide legal counseling, advice and guidance to local persons and ensure that the rights of local persons are protected and promoted.
- Support the local persons and disadvantaged communities to access justice through mobile legal aid clinics.
- Conduct capacity building to paralegals and monitor paralegal activities.
- Conduct awareness and advocacy campaigns related to enhancing access to justice for the disadvantaged communities and indigent persons in relation to land rights.
- Lead the organisation to undertake strategic interest litigation.

- Engage with and conduct capacity building of local government, land institutions, local councils, police, Judiciary and any other government institutions and CSOs in promotion of access to justice for the poor.
- Carry out research, investigation and follow-ups on cases in the field and undertake appropriate actions with the relevant stakeholders.
- Prepare monthly work plans, budgets, updates, reports on all the activities related to your program and any other duties assigned to you and your office.

**Position requirements:**

***Minimal Academic qualifications:***

- University degree in Law from a recognized institution.
- Diploma in legal Practice.
- And any other additional qualification in Master in law, natural resource management, land law and human rights is an added advantage.

***Essential experience:***

- At least 3 years relevant experience in NGO work in areas of access to justice, land rights and oil and gas
- Some relevant professional and practical experience in legal counsel, representation and engagement at different levels, programmatic work, leadership, governance, financial management, planning and management of project activities, monitoring and evaluation and identifying and documenting areas of learning.

***Personal/Skills requirements:***

- Ability to establish good working relationships with a wide range of people at all levels, including PWD.
- Ability to work independently and as part of a team, maintaining contact with line management at distance
- Ability to plan and review work strategically and take the Initiative in problem solving.
- Fluency in both oral and written English and ideally proficiency in at least one of the local language Lugungu or Alur.
- High level of computer literacy and competence in the following packages: advanced document setup and editing in MS Word, Middle level setup and editing of MS

Excel Sheets and Forms, Middle level setup and editing of MS Power point presentations, Advanced Data Base Management Skills, Web Technology, Knowledge on Desk top Management, and Internet and e-mail skills.

- Ability to undertake legal representation and advocacy campaigns.
- 80% of working time within rural local community in Buliisa District is a **must** and **only** 20% working time in office.
- Riding permit is a must.

#### **HOW TO APPLY:**

Interested candidates should send their CV, a Cover Letter, one page statement of your work achievements in relation to the position and photocopies of certificates and transcripts plus one (1) recent passport photo to:

Buliisa Initiative for Rural Development Organisation (BIRUDO)

P.O. Box 534, Masindi – Uganda

Or

Hand delivery at BIRUDO Head Office, Buliisa Town Council, Paraa Road, Opposite Stanbic Bank, Buliisa Branch.

Or

By Email: [birudoug@gmail.com](mailto:birudoug@gmail.com)

Closing date and time: 9<sup>th</sup> November 2014 at 5:00PM

For more information please call 0772 994 527

Only short listed candidates will be contacted.