



Refugee Law Project

Faculty of Law, Makerere University



VACANCIES

Position: Karamoja Research and Advocacy Officer

The Karamoja Research and Advocacy Officer shall perform the following duties:

1. Conduct research and other research related activities under the supervision of the Project Co-ordinator.
2. Coordinate networking and lobbying activities with various organisations working on issues pertinent to national truth and reconciliation.
3. Document all activities including networking and lobbying activities carried out.
4. Plan and implement advocacy strategies and activities in consultation with the Project Co-ordinator and Project Advisors.
5. Contribute to the production and dissemination of materials (e.g. brochures, website, briefing papers, radio shows, videos etc.)
6. Participate in relevant meetings.
7. Develop and use training materials on the basis of research work conducted.
8. Any other duties that the Project Co-ordinator and Project Advisors may assign from time to time.

Minimum Requirements

- BA in Public Administration, Political Science, Forced Migration, Mass Communications, a related field, or the equivalent in experience.
- Two years experience in Research and advocacy or public policy formation.
- Demonstrated knowledge of Karamoja region and Local Government structures and civil society.
- Proven ability in programme management and staff supervision.
- Proficiency in basic computer applications (MS Word, Outlook Express, Excel; knowledge of website software a plus.)
- Written and spoken fluency in English is required. Fluency in Karimojong, Swahili or other East African Languages desired.
- Knowledge of Peace and Conflict, Transitional Justice, Pastoralism, forced migration and human rights are an added advantage.

Position: Transitional Justice Lawyer

The Transitional Justice Lawyer shall perform the following duties:

1. Conduct legal research and other research related activities under the supervision of the Project Co-ordinator.
2. Coordinate networking and lobbying activities with various organisations working on issues pertinent to national truth and reconciliation.
3. Document all activities including networking and lobbying activities carried out.
4. Plan and implement advocacy strategies and activities in consultation with the Project Co-ordinator and Project Advisors.
5. Contribute to the production and dissemination of materials on Transitional Justice (e.g. brochures, website, briefing papers, radio shows, videos etc.)
6. Participate in relevant meetings.
7. Develop and use training materials on the basis of research work conducted.
8. Any other duties that the Project Co-ordinator and Project Advisors may assign from time to time.

Minimum Requirements

- Bachelor of Law degree is desired.
- Two years experience in legal research.
- Demonstrated knowledge of Ugandan Legal Regime and international law.

- Proficiency in basic computer applications (MS Word, Outlook Express, Excel; knowledge of website software a plus.)
- Written and spoken fluency in English is required. Fluency in Luo, Swahili or other East African Languages desired.
- Knowledge of forced migration and human rights law are an added advantage.

Position: ATJRN Research and Advocacy Officer

The ATJRN Research and Advocacy Officer shall perform the following duties:

1. Conduct research and other research related activities under the supervision of the Project Co-ordinator.
2. Coordinate networking and lobbying activities with various organisations working on issues pertinent to national truth and reconciliation.
3. Document all activities including networking and lobbying activities carried out.
4. Plan and implement advocacy strategies and activities in consultation with the Project Co-ordinator and Project Advisors.
5. Contribute to the production and dissemination of Beyond Juba materials (e.g. brochures, website, briefing papers, radio shows, videos etc.)
6. Participate in relevant meetings.
7. Develop and use training materials on the basis of research work conducted.
8. Any other duties that the Project Co-ordinator and Project Advisors may assign from time to time.

Minimum Requirements

- BA in Public Administration, Political Science, Forced Migration, Mass Communications, a related field, or the equivalent in experience. Course work or a degree in law is desired.
- Two years experience in advocacy or public policy formation.
- Demonstrated knowledge of Ugandan Government structures and civil society.
- Proficiency in basic computer applications (MS Word, Outlook Express, Excel; knowledge of website software a plus.)
- Written and spoken fluency in English is required. Fluency in French, Swahili or other East African Languages desired.
- Knowledge of forced migration and human rights law are an added advantage.

Position: Deportation Researcher

The Deportation Researcher shall perform the following duties:

1. Conduct research on deportation related issues under the supervision of the Team Leader.
2. Coordinate networking and lobbying activities with various organisations working on issues pertinent to deportation.
3. Document all activities under the deportation project.
4. Plan and implement advocacy strategies and activities in consultation with the Team Leader and Legal Advisor.
5. Contribute to the production and dissemination of materials on deportation (e.g. brochures, website, briefing papers, radio shows, videos etc.)
6. Participate in relevant meetings.
7. Develop training materials on the basis of research work conducted.
8. Any other duties that the Team Leader and Legal Advisor may assign from time to time.

Minimum Requirements

- Relevant Degree
- Knowledge of forced migration, human rights and international law desirable
- Ability to conduct research at both at local and international level around immigration issues.
- Two years experience in advocacy or public policy formation.
- Proficiency in basic computer applications (MS Word, Outlook Express, Excel; knowledge of website software a plus.)
- Written and spoken fluency in English is required. Fluency in French, Swahili or other East African Languages desired.

Position: Administration & Human Resource Assistant

The Administrative and Human Resource Assistant shall perform the following duties:

1. Undertake procurement of goods and services for the project inline with university procurement guidelines.
2. Maintain Personnel records ensuring updated CV's, academic transcripts, contracts and important documents
3. Maintain Staff leave records indicating types of leave, leave taken and outstanding.
4. Ensure that adequate supply of Inventory/Stationary & Office consumables.
5. Maintain proper records of documents in the offices of the Director and the Head of Finance and Administration
6. Assist with logistics when necessary, particularly in obtaining government papers.
7. Any other duties that may be assigned.
8. Provide fuel for all vehicles through the fuel vouchers system.
9. Allocate vehicles to journeys (particularly making sure that project staff are dropped off and collected in as efficient a manner possible).
10. Prepare monthly vehicle/fuel reports.

Minimum Requirements

- Degree /Diploma in Business Studies (UDBS) from a recognised Institution.
- Two years work experience in an NGO or donor funded project as an Administrative Assistant.
- Should have good working knowledge of computer applications (MS Word, Excel and Access.)

Position: Pool Research Assistant

The pool Research Assistant shall perform the following duties:

1. Liaising with Lead Researcher.
2. Arrangement and undertaking of face-to-face interviews with targeted respondents.
3. Arrangement and administration of questionnaire to target groups.
4. Coding and entry of data collated.
5. Maintenance of accurate files and records, both computerised and manual.
6. Writing up & reporting of research findings as required by the lead Researchers.
7. Performance of any other duties associated with the research project, of an occasional nature, which may be assigned by the lead Researchers.

Minimum Requirement

The person appointed will be a research assistant for the project and should possess:

- An undergraduate degree in a relevant discipline
- Excellent interpersonal and communication skills
- Excellent IT skills
- Ability to work as part of a team while also using his/her own initiative
- Professional experience relevant to the field of lifelong learning
- Confidentiality and discretion are expected

Position: Functional Adult Literacy – Volunteer English Teacher

The Volunteer English teacher shall perform the following duties:

1. Teaching English as a second language and Functional Adult Literacy using "Speak Your Rights" curriculum
2. Assist in field research and teaching different levels
3. Prepare lessons and develop teaching materials and implement them
4. Assist in managing lending library
5. Assist in coordinating Distance Education programme
6. Managing referrals of students to FAL partners and follow up
7. Develop and maintain proper statistics on students in various levels
8. Develop work plans and implement them
9. Write progressive reports
10. Perform any other activities as required

Minimum Requirement

- BA or Diploma in Adult and Community Development or Refugee Law/Human Rights or its equivalent
- Experience in teaching English as a second language
- Knowledge of English vocabulary and grammar
- Knowledge of characteristics of adult learners
- Knowledge of one major refugee language (French, Somali and Kiswahili)
- Sound judgement, ethical practice and common sense
- Ability to teach English/FAL levels
- Creativity and innovation

Position: Video Advocacy Volunteer

The Video Advocacy Volunteer shall perform the following duties:

- Participate in the production of video documentaries and other products for the organization for local and international use
- Carry out research and identify priority activities and issues for which to launch an advocacy campaign
- Establish contacts with stakeholders for possible collaborations
- Assist in the procurement of audio-visual equipment
- Contribute to the update of the organization's database, especially as regards, photos, audio and video products

Minimum Requirements

- University degree in Mass Communication (with a bias in broadcast journalism), Development Studies, Social Sciences, Arts, or related field. Progressive professional training in video production may be considered
- Two years experience in film production/video production
- Professional ability to shoot and edit video (Lighting/camera experience is required)
- Proficiency in software packages used to produce visual advocacy products including design and video editing software is required
- Working in conflict affected areas and NGO setting is an advantage
- Ability to diplomatically handle sensitive situations with target audiences
- Fluency in English is required. Knowledge of Swahili is desirable.

Interested candidates must submit an application letter, curriculum vitae, copies of relevant academic documents to:

The Head of Finance, Administration & Human Resources
Refugee Law Project, Faculty of Law, MUK
Plot No. 9 Perryman Gardens (Opp. Old Kampala Primary School) Old Kampala
P. O. Box 33903, Kampala

Email applications should be sent to: recruitment@refugeelawproject.org

Deadline for receipt of applications is 22nd January 2010 at 5.00pm