POSITION: Paralegal Officer

LOCATION: Kyangwali settlement

ABOUT CARE INTERNATIONAL

CARE International has been active in Uganda since 1969 and working in the country continuously since 1979, implementing a diverse portfolio of programs and projects ranging from emergency services to economic development and civil society building. Our current programming targets Women, Girls and youth as well as vulnerable groups such as the extreme poor, internally displaced people, children to provide assistance and opportunities for empowerment and sustainable development through addressing the underlying causes of poverty grounded on careful and thorough analysis of power relations between different groups in society and the local context in which they live and work. Our programming is guided by our core values of transformation, Integrity, Diversity, Equality and excellence.

CARE International in Uganda seeks to recruit a highly motivated and qualified professional to fill the position of Paralegal Officer.

JOB SUMMARY

Reporting to the Gender and Protection Coordinator, the Office Paralegal Officer will be responsible for;

i. The coordination and quality assurance CARE’s legal assistance and sensitization, including follow-up of referred legal cases, awareness raising on the Uganda refugee laws and legal trainings.

ii. S/He also supervises and mentors the community paralegals.

iii. S/He is in charge of ensuring a solid and effective cooperation with key partners including but not limited to OPM, UNHCR, and legal partners.

iv. S/He will also participate in the legal working group meetings at the settlement including providing technical support to CARE’s work in relation to representation of survivors.

QUALIFICATIONS AND EXPERIENCE PREFERRED

- The applicant must hold an LLB and post graduate diploma in legal practice

SPECIFIC REQUIREMENT/SKILLS
o Two years of professional litigation experience in refugee operations and qualified to appear before the High Court.
o Tested skills in ADR and advocacy and good understanding of Uganda refugee law.
o Training and skills transfer ability
o An open and result oriented approach to work
o Good leadership, management and team building skills
o Integrity, confidentiality and the ability to accomplish tasks promptly under minimum supervision.

o Well-developed analytical and inter-personal communication skills, including intermediate oral and written communication skills, and sound judgment and decision-making. English language skills appreciated but not required as reporting is possible in other languages.

o Demonstrated ability to network, build relationships and establish collaboration with different partners, local agencies and international networks.
o Working knowledge in M&E, report writing and documentation.
o Willingness to work with crisis affected communities in humanitarian settings. Previous experience of having done so is desirable.
o Experience working with large, cross-cultural teams on projects with multiple deliverables is desirable.
o A demonstrated strong personal commitment to the goal of women’s empowerment and gender equality.

Application Procedure:

Interested candidates should submit their application letters and most updated CVs including the names, day time telephone contact and email addresses of three work related referees through our recruitment email (ugarecruitment@care.org) by 27th March, 2020.

Please indicate the job title in the email subject line.

CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER.

Please Note that CARE does not ask any applicant payment for any recruitment process.

For any questions please call our office on 0312258100/150

N.B: Refer to the Job description below for more details about the job
CARE International in Uganda

JOB DESCRIPTION

Job Title: Paralegal Officer
Program: Humanitarian Program
Location: Kyangwali settlement
Grade: C
Supervisor: Protection & GBV Coordinator
Date Employed: April 1, 2020

Overall Job Summary
The Paralegal Officer is responsible for the coordination and quality assurance CARE’s legal assistance and sensitization, including follow-up of referred legal cases, awareness raising on the Uganda refugee laws and legal trainings. S/He also supervises and mentors the community paralegals. S/He is in charge of ensuring a solid and effective cooperation with key partners including but not limited to OPM, UNHCR, and legal partners. S/He will also participate in the legal working group meetings at the settlement including providing technical support to CARE’s work in relation to representation of survivors.

SPECIFIC RESPONSIBILITIES AND TASKS

Responsibility #1: Provide legal assistance for SGBV case management (60%)

- Receiving, interviewing and developing an adequate legal intervention for survivors of Sexual and Gender-Based Violence (SGBV) that report to CARE;
- Supporting the enforcement of the legal intervention by working closely with legal partner’s cases are referred to and ensuring the necessary evidence for each case is collected, and support legal documents are correctly drafted, clients are offered with the possibility of amicable mediation of their case, cases are adequately filed in court and any other legal action relevant to the specific case is carried out.
- Managing in close cooperation with other protection partners, the process of court representation for those clients that are seeking to access the formal justice system.
- Providing legal advice and counseling to vulnerable people whose claim falls outside CARE’s mandate and making referrals where possible;
- Actively facilitate Alternative Dispute Resolution among conflicting parties;
- Facilitate legal aid clinics to the refugee to provide on-spot legal aid services; and make appropriate referrals for legal and alternative support

Responsibility #2: Take lead in capacity building and advocacy on refugee rights and laws (25%)
- Prepare legal opinions and advice on general issues of refugees that may arise from time to time;
- Develop Information, Education and Communication materials relating to access to justice and refugee laws and rights
- Conducting trainings on human rights, legal rights, women’s and children’s rights issues in close cooperation and coordination with the relevant partners.
- Actively promoting legal and human rights awareness education within targeted communities and relevant actors within the justice system in cooperation and coordination with the OPM, UNHCR and other partners.
- The Legal Officer will organize and facilitate information sessions and dialogues with refugees, asylum seekers, and other stakeholders;

Responsibility #3: Coordination and networking: (10%)
- The incumbent will coordinate networking with other stakeholders in the provision of legal aid, including but not limited to Government institutions, UNCHR, among others;
- Networking with all relevant actors within the district including local and central authorities, INGOs, national NGOs, elders and the community
- Attending Monthly Senior Paralegal Coordination Meetings at the regional level

Responsibility #4: Any other duties assigned (5%)

Qualifications and competencies

- The applicant must hold an LLB and post graduate diploma in legal practice
- Two years of professional litigation experience in refugee operations and qualified to appear before the High Court.
- Tested skills in ADR and advocacy and good understanding of Uganda refugee law.
- Training and skills transfer ability
- An open and result oriented approach to work
- Good leadership, management and team building skills
- Integrity, confidentiality and the ability to accomplish tasks promptly under minimum supervision.
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- Working knowledge in M&E, report writing and documentation.
- Willingness to work with crisis affected communities in humanitarian settings. Previous experience of having done so is desirable.
- Experience working with large, cross-cultural teams on projects with multiple deliverables is desirable.
- A demonstrated strong personal commitment to the goal of women’s empowerment and gender equality.

Level of authority
The Paralegal Officer will formally report to the Protection & GBV Coordinator. S/he will organize her/his day-to-day work based on the agreed weekly, monthly and quarterly work plans with the supervisor in coordination with the Protection & GBV Technical Advisor, other field staff, projects, partners and stakeholders. S/he has no authority to enter into formal partnership agreements, nor any formal financial authority, apart from standard expenses for day-to-day activities. The Paralegal Officer is responsible for the safety and custody of organization assets in her/his possession. Travel to locations outside project areas should be done and coordinated with the knowledge of her/his supervisor.

**Relationships and Collaboration:**

The Paralegal Officer will work as a process-oriented support person to the APEAL project to achieve on the project related outcomes. It will therefore be essential for her/him to develop relationships with partner organizations to ensure effective support. This requires both sensitivity and responsiveness to the capacities and needs of the different stakeholders. S/he will have close and joint planning, coordination and collaboration with South West GBV staff, and when relevant, with implementing partners. In addition, collaboration will be required with governmental (OPM, Local district governments) and non-governmental counterparts (other INGOs, UN agencies).

**Work conditions:**

The position is based in Kyangwali and will operate from CARE Kyangwali field office. A significant amount of time (at least 80%) is expected to be spent in the settlement and hosting communities. Minimal travel to Kampala to attend TWG meetings and other potential meetings is required.

Signed: ______________________, date: _________________

Paralegal Officer

Signed: ______________________, date: _________________

Protection & GBV Coordinator