



LEGAL AID SERVICE PROVIDERS NETWORK

The Secretariat, Plot 3, Kent Lane, Kamwokya, Kampala – Uganda.

JOB OPPORTUNITIES

The Legal Aid Service Providers Network (LASPNET) is a Non-Governmental Organisation established in Uganda to harness, strengthen, and sustain synergies across the country among Legal Aid Service Providers (LASPs) in complementing Government of Uganda's efforts for enhancing access to justice. The Democratic Governance Facility (DGF) has given support to LASPNET towards implementation of project activities across the Justice, Law, and Order Sector with focus on improving coordination structures, monitoring and evaluation frameworks, policy reform approaches, capacity building initiatives, and various strategic mechanisms for taking a more proactive role in setting legal aid agenda. Therefore LASPNET wishes to recruit qualified persons in the following positions at the Secretariat to support its membership:

Job Title: RESEARCH AND ADVOCACY OFFICER

Purpose: To improve the evidence-based actions with members and stakeholders.

Reports to: Programme Manager

Duties and Responsibilities

- To identify advocacy issues and implement advocacy plan and strategies
- To establish and maintain network linkages and partnerships with internal and external stakeholders
- To take a lead role in the legislative lobbying function
- To take a lead role in media and public-relations activities to contribute to raising the profile of LASPNET
- To conduct researches on identified critical issues for LASPNET
- To plan and implement project activities related to research activities and the research agenda
- To work closely with the Information, Documentation and Communication Officer
- To prepare periodic research project reports
- To assist in preparation of proposals for funding from donor organisations
- To contribute information and writings to LASPNET's publications
- To perform any other related tasks as may be assigned

Qualifications, Knowledge and Experience

Bachelor's Degree in Sociology/Social Work, Law, Development Studies, Economics, Project Management Studies, or Mass Communication.

At least 4 years work in a related field within the local or international NGO sector.

Knowledge of the Justice, Law and Order Sector including published work on Access to Justice.

Job Title: INFORMATION, COMMUNICATION AND DOCUMENTATION OFFICER

Purpose: To ensure up-to-date information through documentation and dissemination.

Reports to: Programme Manager

Duties and Responsibilities

- To develop a documentation system and controls, that provide the necessary feedback and amplify the voice on key issues
- To develop a communication strategy and guidelines for LASPNET
- To write and produce quality communication materials in order to maintain an effective national presence for LASPNET
- To undertake the quality assurance responsibility in all communication and documentation processes
- To liaise with the website host and IT support providers for the Secretariat
- To develop and maintain good linkages with the media, key stakeholders and partners
- To document all such proceedings and cause to keep such reports
- To ensure timely and effective dissemination of information to the stakeholders
- To support management in communication, advocacy and representation needs
- To organise public relations or media events
- To perform any other related tasks as may be assigned

Qualifications, Knowledge and Experience

Bachelor's Degree in Sociology/Social Work, Law, Development Studies, Economics, Project Management Studies, IT, or Library Science.

At least 4 years work in a related field within the local or international NGO sector.

Knowledge of the Justice, Law and Order Sector including information on key actors in legal aid.

Job Title: ACCOUNTS AND ADMINISTRATION OFFICER

Purpose: To support the accounting and key administrative functions of the Network.

Reports to: Finance & Administration Manager

Duties and Responsibilities

- To perform all duties in compliance with the financial policy of LASPNET
- To initiate preparation of the monthly financial returns and statements
- To receive and enter requisitions into the accounting system for all expenses
- To ensure that requisitions are all authorised and proper supporting documents attached
- To maintain financial systems including petty cash, expenses, mileage claims, income and expenditure records
- To prepare monthly payroll and ensure timely payment of statutory deductions
- To oversee the staff attendance register and monitor their leave spells
- To provide general supervision over the support staff in run work related errands like driving, messenger, and cleaning
- To coordinate the monthly roster of interns and volunteers in liaison with line Managers
- To maintain an up-to-date register for assets and follow-up needed supplies
- To perform any other related tasks as may be assigned

Qualifications, Knowledge and Experience

Bachelor's Degree in Commerce, or Business Studies with accounting option. Part qualification in ACCA or CPA will be an added advantage.

At least 3 years in a similar role for handling both accounting and administrative tasks.

Knowledge of core accounting practices for donor funded Non Governmental Organisations.

To apply please send your application, CV and credentials to the National Coordinator indicating in your subject line the name of position being applied for via laspsnet.ug@gmail.com but considering the deadline date of **Friday 2nd August 2013**. For any further inquiries please call **+256(0)312513733** or visit our website for more details at www.laspsnet.org