

## **JOB ADVERTISEMENT**

### **Legal Assistant Based in Kyangwali – Hoima Uganda**

#### **About HIJRA:**

Humanitarian Initiative Just Relief Aid (HIJRA) is an international humanitarian and development organization that positively contributes towards improving the living standards and conditions of those adversely affected by disasters and conflict. HIJRA with funding from the UNHCR plans to implement a Protection Program for refugees in Kyangwali settlement (Hoima district) and is now looking for qualified and competent persons to fill the position of **Legal Assistant** to be based in **Kyangwali – Hoima District**.

#### **Job Summary:**

The Legal Assistant provides specific legal assistance to the assigned Legal officer and office in the provision of direct legal support to victims of forced migration and in carrying out policy advocacy on forced migration. The Legal Assistant has regular interaction with clients, conducting sensitization on national and international laws regarding refugees, providing legal counsel, and collaborates with the Judiciary, Police and other stakeholders to ensure refugee protection.

#### **Reporting Relationships:**

The post holder will be responsible to the **Legal Officer**

#### **Duties:**

1. In relation to Legal protection, ensuring the protection of populations of concern is met through the application of the relevant UN/UNHCR protection standards and IASC principles
2. Ensuring that protection incidents are immediately identified and addressed.
3. Ensure the people of concern have access to legal and fair hearing in court through court follow ups, prison monitoring etc.
4. Sensitize the Community and Local authorities on Refugee law and Human Rights relating to refugees and others persons of concern to UNHCR, in order to ensure that national legislation is in compliance with International Legal Standards.
5. Analytical reports of Legal protection related trends and issues are produced on a monthly and ad hoc basis
6. Stay abreast of political, social, economic and cultural developments that have an impact on Legal protection related issues
7. Actively promote International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct
8. Assists in dealing with police concerning asylum-seekers and refugees to provide them protection to remain safely in country of asylum.

9. Provide follow up to court cases involving asylum seekers/refugees, visits judges, public prosecutors, and explains IC's refugee status. If necessary arranges for a lawyer.
10. Advises on domestic legal issues including immigration and alien laws regarding asylum seekers/refugees.
11. Provide counseling to asylum seekers/refugees on their legal problems. Explain legislation and their status in order to act accordingly.
12. Advocate for legal aid services from the different legal aid service providers and Pro bono services from legal practitioners for the purpose of disposing of refugee cases at court
13. Assists in assessing welfare and providing assistance to the refugee caseload in prisons.
14. Compiles monthly statistics of refugees in various prisons in the region.
15. Contribute to the design, implementation and evaluation of legal related activities within the newly established protection response framework
16. Providing capacity building to RWCs and community members.
17. From time to undertake any other duty assigned by the supervisor.

**Competencies, Qualifications, Skills and Experience:**

- A degree in Law (with specialization in criminal or human rights or any other related comparable line of specialization in law)
- At least 2 years of work experience in the same field of development and humanitarian work and NGOs'.
- Ability to produce high-quality legal documentation.
- Excellent presentation and communication skills and the ability to interact with a number of different partners and contacts, including governmental authorities, UNHCR, victims and their families etc.
- Strong communication and mediation skills
- Strong judgments skills are also a necessity
- Ability to act ethically and make moral decisions
- Sociable and open minded
- A person who can keep confidential information
- Broad working knowledge of the local law and be able to grasp new concepts with ease and accuracy
- Good time management skills
- Ability to speak more than one indigenous language would be desirable

**Application Process:**

**Qualified Candidates** are requested to submit an Application letter and Curriculum Vitae including telephone and emails contacts of three referees including your current/most recent employer.

Applications, addressed to the:

**Country Program Manager  
Humanitarian Initiative Just Relief AID (HIJRA)  
P.O. Box 37703, Kampala, Uganda**

Should be sent by email to: [vacancies.ug@hijra.or.ke](mailto:vacancies.ug@hijra.or.ke). The subject line should read **Legal Assistant**.

Applications must be submitted not later than close of business on **3<sup>rd</sup> March, 2018**. Only successful applicants will be contacted.

For more information regarding the organization please visit our website [www.hijra.or.ke](http://www.hijra.or.ke). HIJRA is an equal opportunity employer.

**Please note that interviews will be done on a rolling basis given the urgency of the positions.**