Job Announcement

The Refugee Law Project (RLP) is an outreach project of the School of Law, Makerere University. Our Mission is to empower asylum seekers, refugees, deportees, IDPs and host communities to enjoy their human rights and lead dignified lives. The Refugee Law Project has a wide physical presence with offices in Kampala, Hoima, Mbarara, Gulu, Kitgum, Nakivale, Kyangwali, Kiryandongo, Lamwo, Adjumani, Maaji II, Bidibidi (Yumbe), Palorinya (Moyo) and Arua.

Refugee Law Project now seeks to make appointments for the following vacancies:

1. Programme Manager – Conflict Transitional Justice and Governance Programme

Reports to
Head of Programmes

Responsible for
All staff in the Programme

Interfaces
Personal Assistant to the Director, Programme Managers, Field Office Coordinators, Project Officers, Head of Operations & Programme Support

Area of Placement
Kampala (with frequent travels to Gulu, Kitgum and Arua and other areas within Uganda)

Position Summary
The Programme Manager Conflict, Transitional Justice and Governance (CTJ&G) is familiar with current and emerging thinking, policy, trends and practice in the fields of transitional justice and governance and how key stakeholders can be engaged to achieve national peace and reconciliation; actively inputs into the strategic direction of the programme; is in-charge of overseeing and managing the daily activities and duties of the CTJ&G programme staff.

Key Performance Areas.

KPA 1: Strategy
- Oversee RLP’s advocacy activities through transitional Justice Initiatives (ICC & ICD), Memorial lectures, Memorial Dialogues and Documentary screening.
- Develop proposals for transitional Justice Processes and mechanisms and provide analysis for all dimensions when appropriate
- Consult with other professionals in the fields of media, communications and information technology, as appropriate, in the use of media and technology to promote social change.
- Liaise with other RLP thematic Programme and relevant stakeholders on effective & efficient project and activity implementation
- Coordinate networking and lobbying activities with various organizations working on issues pertinent to nation truth and reconciliation
- Liaise with line ministries to advocate for transitional justice issues
Oversee the implementation of activities at the National Memory and Peace Documentation
Develop context-based peace and conflict research and analysis methodologies which can be implemented for internal and external stakeholders
Oversee the design and coordination/conduct policy-relevant research on other aspects of peace building, as agreed with the CTJ&G team, and with a likely focus on post conflict development issues
Organize and coordinate the African Transitional Justice (ATJ) Conferences annually.

KPA 2: Leadership
- Provide leadership and ensure efficient and effective management of staff and resources in the Conflict Transitional Justice and Governance Programme.
- Steer the Programme to achieving its set goal
- Provide continuous supervision, training and development of programme staff ensuring an effective and motivated team
- Represent the Conflict Transitional Justice and Governance Programme on the RLP Management Team

KPA 3: Research & Advocacy
- Identify issues for advocacy and play a leadership role in policy advocacy
- Support the programme staff in conceptualizing research themes and appropriate methodologies
- Mentor junior staff in research and policy advocacy

KPA 4: Administrative
- Lead the programme staff in developing and implementing of quarterly work plans (Programme and Individual)
- Consolidate individual reports into monthly and quarterly reports for the programme.
- Ensure appropriate workload for programme staff
- Provide continuous leadership, supervision, training and development of programme staff ensuring an effective and motivated team.
- Work with the Monitoring Team to ensure that periodic programme reviews are executed
- Managing budgets allocated to the Programme
- Ensure that programme staff account for funds advanced to them for activities.
- Liaise with the HR unit in conducting performance appraisals and ensure competency and training gaps are addressed.
- Review all Conflict, Transitional Justice and Governance related presentations to be made by staff representing the organisation.
KPA 5: Relationship Development
- Participate or represent RLP in meetings with stakeholders, partners, clients, donors

KPA 6: Capacity building
- Participate in, lead, and/or coordinate training sessions and workshops to enhance skills of staff and/or client groups and/or other stakeholders (e.g. researchers, partners)

KPA 7: Fundraising
- Coordinate fundraising efforts for the programme through proposal writing
- Engage in fundraising efforts for the RLP as a whole by making input to other thematic programme proposals as required
- Ensure preparation of timely donor reports for projects implemented by the CTJ&G programme

Essential Requirements
- Master’s degree in Development Studies, Political Science, Peace and Conflict Studies;
- At least five years’ experience working in either Transitional Justice, peace and Conflict mechanisms at national level fields
- Evidence of previous research conducted and published
- Excellent writing and analytical skills
- Demonstrated experience administering donor funded projects
- Public speaking skills
- Demonstrated people management experience (especially in managing teams)

Desirable Competencies
- Solidly reliable with strong attention to timeliness
- Excellent leadership, interpersonal and communication skills (verbal & written)
- Possess a great attention to detail and be truly organized
- Strong sense of personal initiative and able to work independently in a fast-paced office
- An interest in international, refugee, social justice and humanitarian issues
- Knowledge of project management and work with a not-for-profit and NGO
- Good knowledge of techniques for planning and monitoring
- Able and willing to travel and work in remote areas in challenging circumstance
- Self-motivated, versatile and adaptable to different cultures and people
- Facilitation/training skills
2. Research Assistant to the Director (Re-Advertised only fresh applicants will be considered)

Reports to Director

Interfaces (internal) Personal Assistant to the Director, Programme Managers, Field Office Coordinators, Project Officers, Head of Operations & Programme Support


Area of Placement Kampala (with frequent travels within Uganda and occasional travel to Europe)

Job summary
This 3 year position, funded by the Irish Research Council, involves active support to and participation in research activities led by the Director’s office, with particular focus on Human Trafficking, Forced Migration and Gender Equality in Uganda. This project, in partnership with the National University of Ireland, Galway, has a focus on policy development and capacity building. The Research Assistant will work with the Director in conducting various types of social and policy research, including obtaining and maintaining any necessary research permissions, data collection and analysis, report writing, administration of capacity-building events, administrative support to visiting scholars, project documentation.

Key Performance Areas

KPA 1: Research

1. Conduct literature reviews
2. Conduct various types of research (quantitative and qualitative) as thematically defined
3. Conduct field research visits and follow ups in the research areas Participate in data collection processes and activities using a variety of research methods (including but not limited to interviews, focus group discussions, online surveys etc.).
4. Identify and prepare research training materials and tools as necessary for execution of specific research project
5. Participate in the analysis of data and writing final reports for publications

KPA 2: Networking and advocacy

1. Maintain regular contact with related institutions and networks of researchers
2. Organize and arrange meetings with experts, consultants, and stakeholders for research work and dissemination as necessary
3. Recommend relevant advocacy platforms for dissemination of information
4. Based on research evidence, engage with the various policy makers to catalyze policy review, change or adoption as necessary
5. Ensure that RLP is acknowledged in relevant publications, workshops and other events as necessary

**KPA 3: Documentation**
1. Ensure that necessary research permissions are obtained and maintained
2. Ensure that research outputs (text, pictorial, audio, video etc.) are added to RLP’s growing archive

**KPA 4: Research Administration**
1. Generate concept notes, requisitions and accountabilities for project-related activities
2. Provide administrative support to visiting scholars
3. Administer capacity-building events

**KPA 5: Other**
1. Ensure that RLP’s rules and regulations are implemented with relevance to the activities as well as policies and procedures;
2. Participate in necessary meetings and reviews;
3. Perform any other tasks that may be identified or assigned

**Essential Requirements**
- A first degree in humanities and social sciences
- A minimum of two years demonstrated research experience, including knowledge of the Ugandan context
- A first degree in humanities and social sciences
- Strong and demonstrated writing background
- Computer literacy (word processing, spreadsheet)
- Touch-typing (or willingness to learn)
- Familiarity with research analysis tools (e.g. SPSS, Stata, Tableau, N-Vivo, etc.)
- Strong written and spoken English
- Strong public speaking and presentation skills

**Desirable Competencies**
- A post-graduate qualification in social science related discipline
- Post-graduate research experience
- Research publications (candidates are encouraged to submit links)
- Familiarity with UNCST procedures and guidelines
- Knowledge of one or more language(s) spoken by refugees in Uganda will be an added advantage (e.g. Arabic, Swahili, French, Lingala, Nuer, Dinka).

**Starting Date:** As soon as possible.
3. Documentation Officer

Position: Documentation Officer (3 Positions)
Reporting to: Field Office Coordinators
Area of Placement: Kiryandongo or Lamwo or Adjumani
Duration: 3 years

Position Summary
The Documentation Officer will work closely with Project Officers and Assistants in the collection, storage and analysis of data arising from providing direct support to clients undergoing physical and psychological rehabilitation. Specifically, s/he will oversee management of hard and soft-copy data related to all stages of client interventions in line with the Screen-Refer-Support-Document methodology, to maximise usage of data collected for project monitoring purposes, as well as wider research purposes.

Key Performance Areas

KPA1: Documentation and Archiving
1. Support the Project Manager in managing online databases related to screening, profiling and testimony documentation
2. Ensure systematic storage, cataloguing and retrieval of documents related to the SRSD process
3. Ensure real-time analysis of screening database
4. Support and actively engage in data collection through interview, case history, testimonies, success stories;
5. Provide basic data analysis as and when required to inform programming and client’s support
6. Oversee update and management of clients’ databases in respective field offices
7. Identify issues arising in client documentation and coordinate with Project Officer and Field Officer Coordinator for timely responses

KPA 2: Project and Programme Support and Administration
8. Manage the hard and electronic materials & tools necessary to support the documentation process
9. Support Project Manager in fundraising initiatives by providing timely and accurate information on statistics, case studies and success stories
10. Support Project Manager in research projects and programmes and context/situational analysis

KPA 3: Capacity Building and Mentorship
11. Organise periodic trainings on data management for staff and support groups
12. Participate in training and mentorship programmes in and around the project area
13. Facilitate special sessions on documentation during induction of new staff, and ongoing support to staff documenting English for Adult classes, prisons and police visits.

KPA 4: Dissemination
14. Ensure that documentation dissemination activities are well coordinated

Essential Requirements
- Technical expertise regarding data management best practices
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Demonstrated experience in social research field-work involving a range of data-collection techniques
- Bachelors in Economics, Computer Science, Business Information Systems, Information Management or Statistics and training in Social Sciences
- Minimum of three (3) years’ proven working experience as a researcher and/or social data analyst in busy organisation with high volumes of data/information
- Experience with Tableau or other data visualization software
- Excellent written and spoken English and presentation skills

Desirable Competencies
- Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS)
- Proficiency in Microsoft Office suite including Word, Excel, PowerPoint, and SharePoint; experience with MS Project
- Proficiency with SQL commands, relational and dimensional database constructs
- Experience with GIS software and geo-mapping
- Strong interpersonal and critical thinking skills
- Excellent organization, attention to detail, and ability to appropriately prioritize competing tasks
- Effective and efficient time management skills
- Proven ability to work in a dynamic team environment with minimal supervision, anticipating needs and requests;
- Self-motivated, versatile and adaptable to different cultures and people.
4. Climate Change Officer

Position: Climate Change Officer (1 Position)
Reporting to: Head of Programmes
Responsible for: Climate Change Assistants (3 Assistants)
Area of Placement: Rotational (Kiryandongo, Lamwo and Adjumani)
Duration: 3 years

Job Summary:
To support RLP’s efforts to develop “climate smart” adaptation responses to the social, biological and political impacts of climate change, to mitigate environmental degradation resulting from forced migration and poverty, and to prevent further environmental destruction. The Officer will provide strategic advice to RLP’s field projects and programmes on building resilience to climate change through capacity building, organisational change and provision of technical support and common tools and methods.

Key Perfromance Areas

KPA 1: Coordinate RLP’s response to climate change

1. Provide strategic advice on the implications of local, regional, State, National and International climate-change policy developments
2. Further develop and refine RLP’s environmental policy, including establishing a mitigation framework that follows an action cycle of completing inventories, establishing reduction targets, formulating a plan to achieve those targets, implementing abatement actions and measuring the success of mitigation initiatives by completing re-inventories
3. Ensure community climate-change mitigation, adaptation and prevention action plans are developed and met
4. Consult and liaise with key stakeholders to establish community mitigation, adaptation and protection programs
5. Work across programmes to develop training activities for community groups, governmental and non-governmental stakeholders, as well as RLP staff
6. Organise training for tree-growers association and selected stakeholders on management of trees and other climate change mitigation mechanisms
7. Enhance and increase the opportunities for all people in the community to participate in recreational activities
8. Organise district inter-school debate competition on climate change and environmental management
9. Support selected schools to raise seedlings for distribution and planting in selected field sites and persons with whom MoUs have been signed with
10. Organise exchange tour programmes bringing university students and community members on climate change mitigation activities
11. Manage reforestation activities and initiatives
12. Undertake climate-change related research
13. Develop the Compendium of Indigenous Tree Species (CITS) and its annual revisions
14. Draft press statements and other publications on climate change issues, as well as developing RLP’s social media presence with regard to environmental issues

**KPA 2: Supporting community groups**

15. Provide support to sustainable living groups in the conduct of climate-change related activities within resource constraints;
16. In consultation with local government and other government agencies, manage and implement externally and internally funded projects consistent with RLP’s mitigation and adaptation plans;
17. Promote relevant community climate-change programs and events;
18. Promote, with support from RLP’s legal staff, the creation of and registration of Tree Growers Associations at district level

**KPA 3: Networking**

19. Consult with stakeholders, undertaking reviews of existing action plans and strategies including district and national Environmental Impact Assessments and Environmental Audits
20. Collaborate with staff from local governments to develop and implement climate change projects that are mutually beneficial
21. Ensure communications to external parties in relation to particular issues, including facilitating external groups understanding of RLP’s vision, direction, resource constraints and operating protocols
22. Prepare correspondence relating to advice and reports in response to Council and external requests
23. Attend settlement sector, district, sub-regional, and national coordination meetings on climate change and environment protection
24. Communicate and liaise with universities and schools on tree growing initiatives and other climate change activities implemented by RLP
25. Develop IEC materials on climate change and environmental protection
26. Coordinate activity implementation with respective District Forest Officers, Environmental Officers, and District Disaster Preparedness Team for effective implementation of RLP CC Programmes
27. Support RLP’s Fundraising Team in developing funding proposals on Climate Change issues

**ESSENTIAL REQUIREMENTS**

- A minimum of three (3) years relevant professional and/or activist experience in development of environment and management, policy formation and capacity building
- A sound scientific background in climate change, natural resource management or biodiversity and/or the demonstrable ability to master complex scientific issues
- A broad understanding of the various aspects of climate change adaptation methods, tools and frameworks
• Bachelor or Masters degree in disciplines related to Environment, Agro-Forestry, Climate Change, and Agriculture
• Sound experience of working on climate change or related environmental issues either in an NGO or the public or private sector
• Knowledge of local government processes and climate change related agencies
• Substantial skills and field experience of project and programme design, management, monitoring and evaluation
• Strong presentation, communication, facilitation and negotiation skills

DESIRABLE COMPETENCIES
• Specific expertise in certain aspects of climate change adaptation practice would be welcome, organisational change, climate-change science and integration of climate-change issues into the design, monitoring and evaluation of projects and programme
• An understanding of climate-change and conservation challenges for host communities and refugee camps, with the ability to recognise and work with local and national level priorities to identify linkages, policy and adaptation in practice
• Cultural sensitivity and ability to respect and work well with people from different backgrounds and disciplines
• Ability to work within complex institutional environments
• Proven ability to work as part of a team, and as part of a wider network, is essential
• The commitment and drive to achieve timely and challenging goals; problem-solving attitude
• Well-developed group facilitation and negotiation skills, with the ability to build and maintain working partnerships
• Proven writing and analytical skills in designing relevant operations; ability to initiate innovative approached and originality at work, conceptual and strategic thinking skills
• Ability to work independently with minimal supervision and in a team environment
• Self-motivated, versatile and adaptable to different cultures and people

5. Climate Change Assistant

Position: Climate Change Assistant (1 Position per Field Office)
Reporting to: Climate Change Officer
Responsible for: N/A
Area of Placement: Either Kiryandongo, Lamwo, or Adjumani
Duration: 3 years

Job Summary:

To support RLP’s efforts to develop “climate smart” adaptation responses to the social, biological and political impacts of climate change, to mitigate environmental degradation resulting from forced migration and poverty, and to prevent further environmental destruction. The Assistant will provide
assistance to the Climate Change Officer and RLP’s field projects and programmes on climate change mitigation programming.

**Key Performance Areas**

**KPA 1: Implement activities of RLP’s Climate-change and Forced Migrants Programme**
1. In consultation with the Climate Change Officer liaise with key community stakeholders to establish mitigation, adaptation and prevention activities
2. Support community members to participate in environmental protection activities
3. Support district inter-school debate competition on climate change and environmental management
4. Work directly with selected schools to raise seedlings for distribution and planting in selected field sites and persons with whom MoUs have been signed with
5. Support exchange tour programmes bringing university students and community members on climate change mitigation activities
6. Participate in training for tree-growers association and selected stakeholders on management of trees and other climate change mitigation mechanisms
7. Support climate-change related research undertaken by RLP
8. Support groundwork for the compilation of the Compendium of Indigenous Tree Species (CITS) and its annual revisions

**KPA 2: Supporting community groups**
9. Work directly with selected Associations of Tree Growers in executing planned activities
10. Mobilise for relevant community climate-change programs and events

**KPA 3: Networking**
11. Liaise with staff from local governments to develop and implement climate-change projects that are mutually beneficial
12. Represent RLP in settlement sector meetings on climate change and environmental protection
13. Work directly with representatives of selected schools on tree growing initiatives and other climate change activities implemented by RLP
14. Assist in the development of IEC materials on climate change and environmental protection

**ESSENTIAL REQUIREMENTS**
- An understanding of climate change and conservation challenges for forced migrants and their host communities
- Minimum of Diploma in disciplines related to Environment, Agro-Forestry, Climate Change, and Agriculture
- A minimum of one (1) year demonstrated professional and/or activist experience in development of environment and management, policy formation and capacity building
• Background in climate change, natural resource management or biodiversity and/or the demonstrable ability to master complex scientific issues
• Understanding of the field of climate change adaptation methods, tools and frameworks
• Experience of working on climate change or related environmental issues either in an NGO or the public or private sector
• Knowledge of local government processes and climate-change related agencies

DESIRABLE COMPETENCIES
• Cultural sensitivity and ability to respect and work well with people from different backgrounds and disciplines
• Ability to work within complex institutional environments
• Proven ability to work as part of a team, and as part of a wider network
• Ability to work independently with minimal supervision and in a team environment
• Self-motivated, versatile and adaptable to different cultures and people

6. Counselling Assistant

Position: Counselling Assistant (6 Positions – 2 per Location)
Reporting to: Client Support and Documentation Officer
Responsible for: None
Area of Placement: Either Kiryandongo, Lamwo, or Adjumani (Possibility of relocation)
Duration: 3 years

Position Summary

The Counselling Assistants will be directly responsible for routine provision of counselling and psychosocial support to individual clients and their households (where applicable) undergoing physical and psychological rehabilitation – with an average day centred on routine counselling in and out of RLP’s offices.

Key Performance Areas

KPA 1: Direct Client Support
1. Provide counselling and psychosocial support to clients (individual and household preparatory and post rehabilitation psychosocial support) including direct administration of specialised therapy
2. In liaison with the Project Officer and the Client Support and Documentation Officer, and as necessary, provide and/or arrange for therapeutic interventions as appropriate
3. Accompany clients to major rehabilitation centres
4. Provide direct psychosocial support during detention monitoring (specifically prisons in the project areas)

5. Consult with other therapists and related professional and paraprofessional staff, as appropriate, in the performance of therapeutic and/or casework; refer clients to appropriate service agencies as required.

KPA 2: Documentation and Archival

6. Keeping an Updated Client database (both online and offline)

7. Support data collection from clients through interview, case history, psychological tests, and/or observational techniques; and evaluate data, identify causes of problems and to determine proper therapeutic approach or referral to other specialists.

8. Record clients’ testimonies and success stories

9. Carry out general assessment of all clients on matters relating to complaints and other issues that may arise in regard to their stay in the community(s).

KPA 3: Community-related Engagements

10. Work with the various Refugee Support Groups in providing individual and group therapy

11. Participate in training and mentorship programmes in and around the project area

12. Participate in community facilitated film screening exercises and follow clients requiring psychosocial support arising from those screenings

13. Participate in community information, awareness raising, and community policing sessions

KPA 4: Project and Programme Support

14. Participate in all initiatives of the project

15. Prepare timely intervention reports, including maintaining and updating the data base of all managed clients

16. Participate in the review of psychosocial issues and program policies and procedures

17. Participate in training sessions and workshops to enhance psychosocial skills of staff and/or client groups

18. Conduct home visits as and when assigned by the Project Officer and the Client Support and Documentation Officer

ESSENTIAL REQUIREMENTS

- Good listening and analytical skills
- Good understanding of the ethical dynamics of working with clients in a counselling and other helping relationships
- Bachelor’s degree in any of the following fields; Counselling, Psychology, Mental Health.
• At least three years’ experience working in the field of forced migration and other vulnerable groups, as well as hands on counselling experience with populations that have experienced conflict-related violence and trauma.

DESIRABLE COMPETENCES
• Affiliation to a professional body like the Uganda Counselling Association, Association of Clinical psychologists of Uganda and Uganda Association of Social workers is an added advantage
• Ability to work with key recommended therapeutic models including Cognitive Behavioural therapy, Family systems therapy and Interpersonal Therapy for Groups
• Working knowledge on the use of psychological and other assessment tools
• Ability to adapt to different environments and people from different back grounds

7. Community Mobiliser

Position: Community Mobilisers (3 Positions)
Reporting to: Field Office Coordinator
Responsible for: N/A
Area of Placement: Either Kiryandongo, Lamwo, or Adjumani
Duration: 3 years

Job Summary:
The Community Mobilizer will manage and conduct routine community mobilization aimed to increase community participation during the project cycle and implementation including screening for experiences of violence, needs assessments, data collection, community mapping and identification, evaluations, and quality and quantity impact reporting.

Key Performance Areas
1. Develop and maintain strong community relationships with clients, community leaders, partners, and community members
2. Assess and report on community needs with the rest of the team for possible screening
3. Carry out community mobilization and assist the team in capacity building activities with community members
4. Hold and attend community information sessions, community policing sessions, and meetings at village/cluster/block/zone levels to create awareness of RLP services
5. Incorporate participatory principles into community-level and emergency response activities
6. Ensure that we achieve gender equity in clients identified for screening in regard to the objective of the project.
7. Ensure non-partisan, culturally and socially to advise the team in appropriate implementation of project.
8. Uphold mission, values, and spirit of RLP; follow and enforce all RLP codes of conduct and policies; report any violations to appropriate RLP authority, and participate in preventative initiatives.
9. Refer identified clients to Project Assistants for screening.
10. Help and advise the field team and supervisors about overall security situation in community.
11. Identify areas where communities need support, and facilitate access to RLP services.
12. Perform any other relevant duty assigned by supervisor.

**ESSENTIAL REQUIREMENTS**

1. A post-school qualification (diploma, or equivalent) in a Social Work, Community Psychology, Translation / Interpretation or related field.
2. Atleast 2 years in community engagement.
3. Excellent English and refugee speaking languages, both written and spoken.

**DESIRABLE COMPETENCES**

4. Demonstrated ability to facilitate constructive interpretation.
5. Possession of mobilization skills.
6. Excellent networking and communication skills.
7. Good computer skills (standard office and PowerPoint software) are necessary.
8. Amicable interpersonal appearance and behavior.
9. Residence in Adjumani or Kiryandongo or Lamwo.
10. Be a self-motivated, versatile and adaptable to different cultures and people.

**APPLICATION PROCESS**

For all positions listed, please submit an application cover-letter and up-to-date Curriculum Vitae, as well as links to any publications you wish us to consider. Copies of academic credentials are NOT required at this stage.

Applications should be sent by email addressed to the Human Resources Officer at recruitment@refugeelawproject.org with the title of the position applied for in the subject-line. All applicants must be submitted by 11.59pm on Friday 1st November 2019. Applications received after this time and date will not be considered. Only shortlisted candidates will be contacted. Candidates must be in a position to cover their own travel expenses to interview.

Hand copy applications will be accepted for the position of COMMUNITY MOBILISER Only.

Refugee Law Project is a human-rights based organization with strong Anti-Discrimination policies. We encourage refugees to apply.