



JOB DESCRIPTION

National Union of Disabled Persons of Uganda

Job Description

Job Title: **Legal Volunteer**

Relationships:

Reports to: **Programme Officer – Human Rights**

Other key relationships:

- ✦ Support: All Programme Managers, Officers and Colleagues within NUDIPU
- ✦ External relations: Beneficiaries/clients, Members, Civil Society/ Private Sector, Development Partners and Governmentt.

Job Purpose

Under the guidance of the programme Officer, the Legal volunteer will be responsible for planning, implementation, monitoring and evaluation of legal activities at NUDIU and it's field offices. These will be conducted within the core commitments of the National, Regional and International principles and standards for prevention and response to protection concerns of PWDs.

Job summary

The Legal volunteer will be responsible for receiving all complaints of PWDs, perform legal research and read case laws to prepare case beliefs for PWDs in at NUDIPU offices.

Main Tasks and Responsibilities

- Receive complaints of Persons with Disability (PWDs)



JOB DESCRIPTION

- Perform Legal research, and draft legal documents
- Read case law and prepare case briefs
- Present PWDs in courts of law
- Prepare responses to complaints
- Organize case files and keep clients informed by maintaining contact and communicating case progress
- Document all cases received/reported to build NUDIPU's data base for reference purposes
- Actively coordinate community Paralegals to ensure effective service delivery to clients
- Perform any other duties as may be assigned from time to time

Other tasks and responsibilities

1. Support and participate in other legal activities when required.
2. Ensure vulnerable people (aged, youth, women & children) participate in NUDIPU activities.
3. Undertake all necessary actions to protect and promote the image and brand of NUDIPU
4. Carry out own administrative functions including timely filing and the use of Word for the production of own correspondences and reports.

In addition to individual respective tasks, all NUDIPU employees are expected:

- ✦ To adhere to our organizational values and to actively promote their application.
- ✦ To undertake tasks in a creative, self-driven and innovative fashion.
- ✦ To identify and implement new ideas/concepts and additional tasks for the benefit to the organization (whether directly linked to one's job or not).

Person Specifications



JOB DESCRIPTION

Education

Bachelor's Degree in Law, Diploma in Administrative Law or any other related field

Technical Skills

- Good interpersonal relationship, demonstrate excellent writing and analytical skills, High levels of computer literacy ,excellent organizational skills, Attention to detail, critical thinking skills , time management skills and ability to work independently.

Industry experience

- 1 year experience in legal affairs.
- Good understanding of disability laws.
- Previous work with an NGO or busy organization

Personal qualities

Open to change. Keen sense of ethics, integrity and commitment to NUDIPU's mandate. Able to multitask. Ability to work under pressure. Team player with positive attitude and flexible mind.

Communication and Interpersonal skills

Ability to understand new issues quickly and make wise decisions. Ability to provide effective feedback. Comfortable working in multi-cultural settings. Writing and oral skills. Effective interpersonal skills to work with colleagues, stake holders and donors.

How to apply:



JOB DESCRIPTION

Qualified candidates should submit their applications, copies of academic transcripts and detailed CVs including contact addresses of 3 referees electronically to; Info@nudipu.org or hand delivered to NUDIPU head office along Bukoto Kisaasi Road. Hard copies can also be sent through the organizational postal address P.O. Box 8567 Kampala addressed to the Human Resource and Administration officer, by **February 18th, 2022** before 5:30PM. Only shortlisted candidates will be contacted for interviews.

Note: Qualifying Persons with disabilities are more encouraged to apply, and should specify their type of disability for reasonable accommodation.

For detailed information, please visit us at website: www.nudipu.org.