

Legal Coordinator – African Centre for Treatment and Rehabilitation of Torture Victims (ACTV)

Job Title: Legal Coordinator

Organization: African Centre for Treatment and Rehabilitation of Torture Victims (ACTV)

Duty Station: Kampala, Uganda

Reports to: Program Manager – Kampala

About the Company:

The African Centre for Treatment and Rehabilitation of Torture Victims (ACTV) is a Non-Governmental organization in Uganda which commenced operations in 1993 whose mandate includes advocacy against torture and provision of physical and psychological treatment and rehabilitation, social support and legal services to survivors of torture.

Job Summary: The Legal Coordinator will serve as the head of the Legal Aid Department at ACTV, responsible for overseeing and coordinating all legal aid services provided to survivors of torture and violence, at ACTV legal aid clinic/centre, in community settings, and prisons. The Coordinator will manage a team of legal officers, legal assistants, paralegals, and legal volunteers, provide direct legal representation where needed, and ensure that survivors of torture and violence are provided with comprehensive legal support in line with ACTV policies and guidelines without discrimination. This role also involves advocacy, case management, strategic and public interest litigation, capacity building, and close collaboration with other departments and external partners.

Key Duties and Responsibilities:

Leadership and Management

- Lead the Legal Aid Department, including the supervision and management of legal officers, legal assistants, paralegals, and volunteers.
- Oversee the daily operations of the legal aid department, ensuring efficient and effective service delivery to torture survivors.
- Develop work plans, set objectives, and ensure the timely implementation of all legal activities.
- Provide legal representation and support to torture survivors, ensuring they receive appropriate legal counsel, advice, and court representation.
- Coordinate with other departments within ACTV to ensure an integrated approach to the rehabilitation and support of survivors of torture.

Legal Aid Provision

- Provide direct legal assistance to survivors of torture, including consultations, legal advice, representation in court, and assistance in preparing legal documents.
- Manage case files and ensure that accurate documentation is maintained in compliance with ACTV's policies and confidentiality standards.
- Identify and pursue strategic and public interest litigation cases that can create broader legal reforms and strengthen the legal protection framework for torture survivors.
- Ensure timely response and support for survivors in detention or prison settings who require urgent legal aid.
- Provide legal advice to management and staff on issues relating to the operations, procedures, and policies of the organization

Advocacy and Public Awareness

- Lead legal advocacy efforts aimed at promoting justice for torture survivors, including lobbying for legal and policy reforms at national and regional levels.
- Collaborate with government institutions, civil society organizations, and international agencies to raise awareness on issues of torture, human rights violations, and legal redress mechanisms.
- Represent ACTV in legal and human rights forums, public events, and meetings with stakeholders, including judiciary, law enforcement, and policymakers.

Capacity Building and Training

- Develop and deliver training programs for legal staff, criminal justice actors, and other relevant actors on the legal frameworks that promote and protect the right of freedom from torture and other CIDT.
- Build the capacity of community-based volunteers to provide preliminary legal assistance to torture survivors in remote or underserved areas.
- Organize training sessions for ACTV staff and external stakeholders on laws related to human rights, torture prevention, and legal remedies available to survivors.
- prepare and participate in community awareness programs to empower communities on the laws against torture and available reporting mechanisms

Research and Reporting

- Conduct legal research on relevant legislation, policies, and international conventions related to torture, human rights, and access to justice.
- Prepare detailed reports on the outcomes of legal aid cases, including challenges faced, lessons learned, and opportunities for improvement.
- Compile and analyze data from the legal aid department to contribute to ACTV's overall monitoring, evaluation, and learning framework.

Collaboration and Partnerships

- Work closely with international human rights organizations, legal aid bodies, and bar associations to foster partnerships that enhance access to justice for survivors.

- Build and maintain relationships with the judiciary, law enforcement, prison authorities, and other relevant institutions to facilitate legal processes for torture survivors.
- Coordinate with external legal service providers, including law firms and pro-bono lawyers, to enhance the legal aid capacity of ACTV.

Qualifications, Skills and Experience:

- Education: Bachelor's Degree in Law (LLB) and postgraduate diploma is required. A Master's Degree in Human Rights Law, Public International Law, or a related field is an added advantage.
- Professional Qualification: Must have a valid practicing certificate in Uganda. Being an advocate of the High Court is essential.
- Experience: Minimum of 3 years of post-admission experience, including experience in legal aid provision, human rights advocacy, and litigation. Experience in working with survivors of torture, victims of human rights violations, or marginalized groups is highly desirable.
- Knowledge: Strong understanding of the Ugandan legal system, human rights law, and international conventions related to torture (e.g., UN Convention Against Torture).

Skills:

- Excellent leadership and management skills.
- Strong analytical, legal research, and writing skills.
- Ability to provide legal advice and represent clients in court effectively.
- Excellent communication and interpersonal skills, with the ability to work in a multicultural environment.
- Strong negotiation and advocacy skills.
- Ability to manage multiple tasks and meet deadlines in a fast-paced work environment.

Personal Attributes

- Commitment to the vision and mission of ACTV and the protection of human rights, with a strong sense of ethics and integrity.
- Demonstrated empathy and ability to work sensitively with survivors of torture and trauma.
- Proactive, self-driven, and capable of taking initiative in leading legal efforts.
- Flexibility and adaptability to work in both community and prison environments.

Remuneration: A competitive salary and benefits package, commensurate with qualifications and experience, will be offered.

How to Apply:

Interested candidates are encouraged to submit their applications, including a cover letter, CV, and copies of relevant academic, professional certificates and salary expectations to recruitment@actvuganda.org

Deadline: Friday, November 15th, 2024.

NB: We are an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran and disability status.