

# JOB DESCRIPTION

<b>Job Title: VOLUNTEER - RESEARCH, DOCUMENTATION AND ADVOCACY (RDA)</b>			
<b>Department/Group:</b>	RDA PROGRAMME	<b>Reports to:</b>	PROGRAMME MANAGER
<b>Direct Reportees: ALL PROGRAMME STAFF</b>			
<p><b>Job Purpose:</b> The Volunteer will work under the Research, Documentation and Advocacy (RDA) Programme and will be responsible for performing the tasks listed below towards supporting the programme.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Conducting legal and policy research and analysis on international law, human rights law, and foreign and comparative law.</li> <li>• Supporting the RDA program's advocacy efforts by assisting with drafting legal petitions, policy briefs, briefing papers, internal memorandums, and other advocacy documents.</li> <li>• Using editing skills to assist with fact-checking of reports, petitions, draft publications, and other documents as needed.</li> <li>• Develop and share program meeting minutes.</li> <li>• Develop legal analyses of laws and bills in Uganda from a human rights perspective.</li> <li>• Constantly work in consultation and support of the Program Manager to implement health rights advocacy and documentation projects in line with the overall CEHURD Strategic Plan.</li> <li>• Promote appropriate linkages between CEHURD's other programs and the health rights advocacy and documentation work.</li> <li>• Promote a rights based approach in programming work on Sexual and Reproductive Health Rights.</li> <li>• Develop health rights advocacy and documentation work plans and budgets.</li> <li>• Mapping and keeping data for the partners identified in health rights advocacy.</li> <li>• Carry out parliamentary advocacy in health including keeping abreast with relevant parliamentary committees for example committee on health and human rights.</li> <li>• Engaging with health rights related institutions in Uganda including the human rights commission.</li> <li>• Carry out and engage in all activities involving the Ministry of Health in Uganda particularly the reproductive health thematic areas and the Maternal and Child Health processes.</li> <li>• Organize and attend all meetings and training by CEHURD and or other relevant partners in advocacy for health.</li> <li>• Engage in and carry out research in health related fields of particular interest to CEHURD in given periods of time.</li> <li>• Provide support to proposal development processes in line with the strategic plan of CEHURD</li> <li>• Coordinate work that is being implemented between the different programs of CEHURD.</li> </ul> <p>In addition to individual respective tasks, the Volunteer will be expected:</p> <ul style="list-style-type: none"> <li>▪ To adhere to CEHURD values and to actively promote their application amongst colleagues.</li> <li>▪ To undertake tasks in a creative, self-driven and innovative fashion.</li> <li>▪ To identify and implement additional tasks/ideas of benefit to the organization.</li> </ul> <p>The attainment of the above will be reflected in the volunteer's appraisal, as well as the achievement of outputs, as described in above key responsibilities.</p> <p><b>Key Relationships:</b></p>			

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- CEHURD Executive Director
- All CEHURD Programme Officers
- Other CEHURD staff
- CEHURD thematic committees
- Other networks
- CEHURD Partners and stakeholders

**Qualifications:**

- Should hold a bachelors' degree in Law, Human Rights, Public Health or any related qualifications.
- Post Graduate qualification in any of the fields above and legal research will be an added advantage
- Has three years experience working on advocacy issues

The volunteer will be expected to have the following skills and attributes:

- Analytical skills
- Leadership skills
- Excellent verbal and written communication skills
- Team skills
- Resource mobilization skills
- Innovative spirit and willingness to use creative thinking.