

# JOB DESCRIPTION

<b>Job Title:</b> PROGRAM ASSOCIATE STRATEGIC LITIGATION			
<b>Department/Group:</b>	STRATEGIC LITIGATION	<b>Reports to:</b>	PROGRAM MANAGER
<b>Direct Reportees:</b> ALL PROGRAM STAFF			
<p><b>Job Purpose:</b> The Program Associate will work under the Strategic Litigation Program and will be responsible for performing the tasks listed below towards supporting the litigation of human rights cases by CEHURD.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Contributing to the legal advisory and client representation functions of CEHURD;</li> <li>• Meet and interview clients for the purpose of identifying their grievances and planning appropriate legal solutions;</li> <li>• Gather evidence and conduct legal research to inform any possible litigation cases or policy review processes;</li> <li>• Represent clients in all legal proceedings including but not limited to arbitrations, negotiation, settlement meetings, court proceedings and other legal proceedings;</li> <li>• Draw up legal documents for the purposes of protecting the rights and interests of the clients and/or presenting their cases before any judicial or quasi-judicial body;</li> <li>• Making Court appearances and diligent follow up of court and related processes;</li> <li>• Advise clients on all legal issues especially issues relating to the protection and realization of their health and human rights;</li> <li>• Interpret laws, rulings and regulations for the purposes of explaining the law to client;</li> <li>• Identify and challenge obstacles to the realization of health and other human rights in Uganda;</li> <li>• Work with Program Officers and Managers in CEHURD to engage those in charge of setting health policies to implement the solutions reached through research. This will include but not limited to preparing Policy or Research briefs, reports, testimonies for public hearings, presentations and petitions on health policies;</li> <li>• Contribute towards ensuring timely, quality and accurate Program quarterly and annual reporting;</li> <li>• To develop and expand CEHURD's strategic relations and partnerships in litigation of the right to health especially sexual reproductive health rights;</li> <li>• Take Program meeting minutes and including implementation of other roles as will be assigned.</li> </ul> <p>In addition to individual respective tasks, the Program Associate 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 (whether directly linked to one's job or not).</li> </ul> <p>The attainment of the above will be reflected in the Program Associate's appraisal, as well as the achievement of outputs, as described in above key responsibilities.</p>			

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**Key Relationships:**

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

**Qualifications:**

- The candidate should have a Bachelors Degree in Law;
- A Post Graduate Diploma in Legal Practice from the Law Development Center or an equivalent qualification will be an added advantage;
- Other Post Graduate qualifications in Human Rights and related fields will be an added advantage
- Has at least three years' experience working with court systems

The Associate 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.