



JOB ADVERTISEMENT

Uganda Law Society (ULS) is a membership organization established by cap 276 to provide services to its members in particular and to the people of Uganda. Its core values are equity and member-focused, professionalism, competence, integrity, accountability, efficiency, corporate governance and independence, creativity and innovation, team work.

Its mission is to develop a Skilled and Empowered Legal Profession in execution of its statutory mandate to foster and improve Access to and Administration of Justice as well as Good Governance in Uganda. This mission with the support of donors is implemented throughout 21 regional offices of the ULS to promote access to justice for Indigent, marginalized and vulnerable persons in Uganda.

To strengthen its mandate, the ULS wishes to recruit suitably qualified and experienced individuals to fill the following position at its head office.

Position: Monitoring & Evaluation Assistant
Report to: Monitoring & Evaluation Manager
Area of Placement: Head Office

Job Summary: Under the guidance and direct supervision of the Monitoring and Evaluation Manager the Monitoring and Evaluation Assistant is responsible for assisting the execution and implementation of various activities within the Monitoring and Evaluation unit. He/She provides general support to the unit that will ensure smooth implementation of various planned activities.

Key Duties:

1. Participate in the development of M&E policies, plans and Standard Operating Procedures with support of the M&E manager;
2. Participate in development and review of data collection tools and ensure timely availability to staffs in the field;
3. Assist in the conduct of client satisfaction assessments/surveys as a means of generating client feedback on the quality and relevance of ULS/Legal Aid services;
4. Provide support in the management of ULS data base and ensure that it is routinely updated;
5. Offer technical support to project staff on data issues and ensure that staffs understand the data requirements of the organization;
6. Provide support in the systematic and continuous data collection and analysis on the progress of project activities and monitor results in terms of timeliness, quality and accuracy;
7. Participate and support the project teams to identify, document and disseminate lessons learned, best practices and/or case studies;
8. Support the coordination and execution of events in the M&E unit such as training, collecting and disseminating relevant information on monitoring, evaluation and research;
9. Support in preparing weekly, monthly, quarterly, semi-annual and annual programmatic performance reports;
10. Under the guidance of the M&E Manager respond to donor data inquiries and questions; and
11. Any other related duties as may be assigned.

Job Specification

Qualifications

Should hold a Bachelor's Degree in Statistics, Quantitative Economics, Development Studies or related field.

Training in Monitoring and Evaluation is an added advantage.

Experience

A minimum of two years' experience in participatory, community-driven facilitation skills and experience in data management.

Key Competencies

- Good communication and interpersonal skills
- High integrity, self-driven and able to set own work schedule with rigorous deadlines.
- Ability to initiate and complete assignments and to work under demanding circumstances with minimal supervision.
- Strong organization, problem-solving, interpersonal, communication as well as team building and negotiation skills.

APPLICATION PROCEDURE

If you are interested and meet the above requirements, submit your application letter, current curriculum vitae and copies of academic documents to;

Human Resource Manager

Uganda Law Society

P.O. Box 426, Kampala

Ntinda Off Kisaasi Road, Wamala Road

Kampala

Deadline: 20th August 2020 before 5:00pm