

EMPLOYMENT OPPORTUNITIES

The Law Development Centre (LDC) invites applications from suitably qualified candidates (Ugandans) to fill the vacant positions below, tenable at the different LDC campuses:

1. Job Title: Head Academic Programmes (1)

Reports to: Director

Salary grade: LS3

Type of Contract: Fixed term (4 years)

Job Purpose:

1. To provide academic leadership for staff within the department and to take responsibility for determining the strategic direction of the department.
2. To contribute to the strategic development and implementation of the LDC vision, policies and procedures.
3. To organise and coordinate Bar Course, Diploma, Short courses and CLE Programmes.

Duties and Responsibilities:

1. To coordinate the process of timetabling and allocating subjects to Lecturers.
2. To initiate and coordinate the development, review and update of curricula.
3. To oversee the preparation of teaching materials, teaching and student assessments.
4. To co-ordinate the process of evaluation and review of the syllabi and programmes.
5. To liaise with the Academic Registrar in co-ordinating invigilation and marking of examinations.
6. To teach, set and mark examinations in accordance with the syllabus.
7. To facilitate the development of research, consultancy, and scholarly activities which will enhance the academic reputation of the department, and, contribute to the personal development of academic staff.
8. To supervise and assess the performance of staff in the department.
9. To contribute to the development of research, knowledge exchange and/or income generating activities within LDC.

10. To co-ordinate clerkship and internship programmes.
11. To coordinate and oversee CLE programmes and activities.
12. To develop teaching modules based on client needs.
13. To develop and implement departmental work plans and budgets.
14. To prepare quarterly departmental performance reports and other relevant reports and submit to the Director.
15. To perform any other duties as may be assigned from time to time by the Director.

Qualifications and Experience

1. Bachelor of Law - LLB (Hon) degree.
2. Postgraduate Diploma in Legal Practice from the Law Development Centre.
3. LLM or Master of Business Administration or Master of Education Management degree.
4. Must be an enrolled Advocate of the High Court of Uganda.
5. Experience in administration or Management at a senior level shall be an asset.
6. Broad knowledge of curriculum development at tertiary level.
7. Broad knowledge of coordinating academic programs.
8. At least eight (8) years' work experience in private or public legal practice.
9. At least six (6) years' work experience teaching law in an institution of higher learning 3 of which should have been as a Head of Subject or equivalent level.

Key Competencies

- He/she should be a strategic planner.
- Interpersonal relationship and management skills.
- Should be creative and innovative.
- Ability to initiate and facilitate change management.
- He/she should be a person of high integrity.
- Ability to produce quality results.
- Effective communication skills.
- He/she should be a team player
- Reporting writing skills.
- ICT and digital literacy.

2. Job Title:	Head Finance & Planning (1)
Reports to:	Director
Salary grade:	LS3
Type of Contract:	Fixed term (4 years)

Job Purpose:

1. Initiate, develop and monitor the implementation of financial control systems, policies and procedures to maintain financial discipline at LDC.
2. Develop comprehensive institutional plans for the Law Development Centre.

Duties and Responsibilities:

1. To initiate, monitor and review timely preparation and submission of management accounts and financial statements and forecasts.
2. To coordinate and manage the annual budgeting and planning process.
3. To develop and monitor the implementation of the LDC strategic plan and ensure that periodical reviews are conducted.
4. To monitor the financial performance of LDC against approved revenue and expenditure estimates and prepare regular reports.
5. To facilitate capacity building of staff on matters of financial statutory reporting to ensure timely completion of key financial plans and processes.
6. To identify new avenues for LDC to acquire more development partners and develop proposals to generate funds for LDC.
7. To supervise, guide and manage staff performance directly under him/her.
8. To assist the Accounting Officer in managing LDC income and expenditure.
9. To monitor regularly and review the cost structure for all LDC products to ensure proper fees are charged.
10. To develop and monitor the implementation of a strategy for facilitating periodic internal, external and donor audits.
11. To assist the Accounting Officer to prepare responses to audit queries and implement audit recommendations.
12. To advise non-finance staff in understanding and interpretation of financial matters.
13. To advise management and LDC Management Committee on Budgetary controls.
14. To perform any other duties as may be assigned by the Director.

Qualifications and Experience

1. A Bachelor's (Hon) degree in Accounting or Finance.
2. Possession of relevant professional qualification such as ACCA, ACA, or CPA, ICSA is a must.
3. Membership of the Institute of Certified Public Accountants of Uganda.
4. Master's degree in Finance or Accounting.

5. At least eight (8) years' work experience, 5 of which should have been at a senior financial management and accounting level in a busy public or reputable private organisation.

Key Competencies

- He/she should be a strategic planner.
- Strong relationship management skills.
- He /she should be creative and innovative.
- Ability to embrace change management.
- He/she should be a person of high integrity.
- He /she must be results oriented.
- Effective communication and interpersonal relations skills.
- He/she should be a team builder.
- ICT and digital literacy.

3. Job Title:	Head Legal Aid Services
Reports to:	Director
Salary grade:	LS3
Type of Contract:	Fixed term (4 years)

Job Purpose:

To develop, implement, review and monitor Legal Aid Clinic (LAC) Programs and Operations.

Duties and Responsibilities:

1. To develop and implement LAC work plans and budgets.
2. To develop project proposals for fundraising for the Clinic's programmes and operations.
3. To implement and monitor all LAC projects.
4. To teach on the Clinic Legal Aid program and follow up students' field placements.
5. To represent LAC clients in the courts of law.
6. To handle court cases involving LDC.
7. To assist in the development of curriculum for clinical legal education and pro bono.
8. To participate in the supervision of students practicing in courts of Law.
9. To supervise, guide and manage staff performance under his/her supervision.
10. To monitor and evaluate LAC field activities.
11. To provide technical input and support the Manager Human Resource & Administration in the recruitment of project staff.
12. To organise the Clinic Advisory Board meetings and provide the secretariat.
13. To make periodic reports to the Clinic Advisory Board and donors.
14. To carry out any other duties as assigned from time to time by the Director.

Qualifications and Experience

1. Bachelor of Laws - LLB (Hon) degree.
2. Postgraduate Diploma in Legal Practice from the Law Development Centre.
3. Masters degree in Law, Business Administration, or Management.
4. Must be an enrolled Advocate of the High Court of Uganda.
5. Training in Project Planning and Management is an added advantage.
6. At least eight (8) years' work experience in private or public legal practice.
7. At least six (6) years' work experience in legal aid practice, 3 of which should have been at a managerial level in a reputable organisation providing Legal Aid Services.

Key Competencies

- He/she should be a strategic planner.
- Interpersonal relationship and management skills.
- Should be creative and innovative.
- Ability to initiate and facilitate change management.
- He/she should be a person of high integrity.
- Ability to produce quality results.

- Effective communication skills.
- He/she should be a team builder.
- Reporting writing skills.
- ICT and digital literacy.

4. Job Title:	Manager Library Services
Reports to:	Head Legal Resource Centre
Salary grade:	LS4
Type of Contract:	Fixed term (4 years)

Job Purpose:

To plan, develop and implement strategies and policies for the effective management of the LDC's Law Library.

Duties and Responsibilities:

1. To develop and review Library policies and procedures for the acquisition, secure storage and maintenance of legal information resources in both print and electronic format.
2. To develop, implement and review the LDC's information and dissemination strategy.
3. To keep custody and provide security for LDC's knowledge.
4. To develop sectional plans and budgets and monitor their implementation.
5. To establish collaborative linkages locally and internationally with other Libraries and Legal Information Institutions.
6. To supervise, guide, manage and monitor staff performance in line with the performance management system in place.
7. To submit periodic reports to the Head Legal Resource Centre on the status of assigned, delegated and designated duties.
8. To assist in the dissemination of research outputs to stakeholders in a suitable format.
9. To perform any other tasks assigned by the Head Legal Resource Centre.

Qualifications and Experience

1. Bachelor's (Hon) degree in Library and Information Science.
2. Master's degree in Library and Information science is an added advantage.
3. Membership of the Uganda Library and Information Association.
4. At least six (6) years' work experience managing libraries in an academic institution of higher learning, 3 of which should have been at managerial level or its equivalent in a library of a large institution of higher learning.

Key Competencies

- He/she should be a strategic planner.
- Interpersonal relationship and management skills.
- Should be creative and innovative.
- Ability to initiate and facilitate change management.
- He/she should be a person of high integrity.
- He /she should be result oriented.
- Effective communication skills.
- He/she should be a team builder.
- ICT and digital literacy.

5. Job Title:	Personal Assistant to the Director
Reports to:	Director
Salary grade:	LS4
Type of Contract:	Fixed term (4 years)

Job Purpose:

To provide high level administrative and secretarial support to the Director and senior level management to facilitate the smooth operation of the Centre.

Duties and Responsibilities:

1. To manage an extremely active and dynamic calendar of appointments for the Director, ensuring that he/she knows his/her schedule at least 48 hours in advance and keeping appointments and meetings on time or changing schedules when necessary.
2. To prepare an agenda in advance for meetings scheduled by the Director; assist with and provide research/background information, content development, and creation of presentations, and coordinate meetings including ordering meals and refreshments, booking meeting rooms, setting up projector or video conferencing units.
3. To serve as the Director's administrative liaison with LDC's Management Committee and Senior Management.
4. To coordinate activities, such as conferences, field visits, internally and externally organised workshops/conferences/meetings and other tasks that facilitate the Director's ability to effectively lead the organisation.
5. To manage external and international contacts for the Director.
6. To make arrangements for Director's travel within Uganda and abroad including visa applications, travel insurance, processing facilitation, flight bookings and accommodation.
7. To coordinate activities and leave schedules of all staff under the Office of the Director.
8. To conduct research relevant to operations of the Office of the Director.
9. To review correspondences (letters and email) addressed to the Director and promptly take the appropriate follow-up actions required.
10. On own initiatives to process/compose correspondence/reports for Director's and/or senior management's responses.
11. To provide support services including word processing and typing, composing and proof-reading correspondence, indexing and filing documents to the Director and senior management.
12. To supervise administrative, secretarial and other support staff in the Office of the Director.
13. To perform any other duties assigned by the Director.

Qualifications and Experience

1. Bachelor of Laws - LLB (Hon) degree.
2. Postgraduate Diploma in Legal Practice from the Law Development Centre.
3. Must be an enrolled Advocate of the High Court of Uganda.
4. Postgraduate training in management is an added advantage.
5. Minimum of 5 years' work-related experience, 2 of which must have been supporting senior level Executives.

Key Competencies

- Strong written and verbal communication skills.
- Strong analytical skills.
- High integrity.
- Strong Interpersonal skills.
- Great organisation & time management skills.
- He /she must be a proactive problem solver.
- ICT and digital literacy

6. Job Title:	Manager Human Resource & Administration
Reports to:	Head Human Resource & Administration
Salary grade:	LS4
Type of Contract:	Fixed term (4 years)

Job Purpose:

To lead and manage the Human Resource function and provide support, advisory roles, guidance and mentorship on all human resource matters to heads of Department and other staff.

Duties and Responsibilities:

1. To spearhead Human Resource Planning and implementation of Strategic Human Resource programmes.
2. To develop, review, and implement human resource policies and procedures.
3. To manage the Human Resource Information System (HRIS).
4. To interpret, and implement the Standing Orders, Human Resource policies and procedures.
5. To manage LDC payroll in liaison with the Finance and Planning department.
6. To develop and implement best practices in the recruitment, selection and staff retention strategies.
7. To coordinate all recruitment activities for staff in scale LS6 – LS8 and part-time staff.
8. To develop and implement the Annual HR & Administration work plan and budget.
9. To develop and implement LDC's performance management system.
10. To coordinate LDC's staff Training and Development Programmes including preparing training and development plans and budgets.
11. To manage and coordinate the creation, update, storage and use of Human Resource records.
12. To provide counselling and employee relations interventions to staff.
13. To compile and update the Centre Assets Register.
14. To manage all LDC assets and property and ensure they are in good working condition.
15. To oversee and ensure a clean working environment.
16. To monitor and enforce standards of service delivery for outsourced/contracted providers.
17. Accomplish staff results by communicating job expectations, planning, monitoring, and appraising job results, coaching, counselling, initiating, coordinating, and enforcing systems, policies, and administrative procedures.
18. To compile and submit a monthly vehicle utilization report summarising vehicle/fuel usage and maintenance.
19. To manage the Centre's transport function and maintain LDC vehicles by monitoring movement, utilisation, maintenance of vehicles and ensuring that repairs are done timely.
20. To oversee and ensure that all newly acquired equipment are engraved.
21. To coordinate and provide the Secretariat to the LDC Human Resource Committee.
22. To oversee staff welfare programmes.

23. To compile and submit the annual performance report and any other reports incidental to the performance of HR & Administration.
24. To perform any other duties as may be assigned by the Head Human Resource and Administration.

Qualifications and Experience

1. Bachelor's degree in Human Resource Management, Social Sciences, Social Works and Social Administration and Business Administration with a bias in Human Resource Management.
2. Bachelor's degree in Management studies.
3. Post graduate Diploma in Human Resource Management.
4. Master's degree in Management studies.
5. Master's degree in Human Resource Management or Business Administration (Human Resource Management option) is an added advantage.
6. Post graduate Diploma in Public Administration or Management is an added advantage.
7. Membership of the Human Resource Managers' Association of Uganda.
8. At least six (6) years' work experience in Human Resource Management, 3 of which should have been at managerial level in a Government institution or a reputable private organisation.

Key Competencies

- Strong written and verbal communication skills.
- Great computer skills and high proficiency in the use of MS Word, MS Excel, and PowerPoint.
- Strong analytical skills.
- High integrity.
- Strong Interpersonal skills.
- Must demonstrate strong leadership skills, being able to inspire and motivate a cross-functional team leading it in a unified direction and with a unified vision.

7. Job Title:	Medical Officer (1)
Reports to:	Manager Human Resource & Administration
Salary grade:	LS4
Type of Contract:	Fixed term (4 years)

Job Purpose:

To diagnose, offer treatment and manage patients at the LDC medical unit.

Duties and Responsibilities:

1. To clinically diagnose common ailments / diseases and provide immediate care for sudden illness or injuries.
2. To refer students for investigations which are unavailable at the LDC medical unit or for specialist attention.
3. To supervise, guide mentor and technically support the staff under his/her supervision.
4. To safely store, log and administer class A drugs or prescribed medications in compliance with health regulations.
5. To perform minor surgical procedures.
6. Monitor for outbreaks, enforce isolation protocols for communicable diseases and coordinate with the LDC administration local health authorities.
7. To develop and implement work plans & budgets and prepare reports for the LDC Medical unit.
8. To interpret laboratory investigations.
9. Maintain accurate, confidential, and up-to-date health and incident records.
10. Promote wellness education by organising campaigns, updating health-related bulletin boards, and empowering Staff / Students to make healthy lifestyle choices.
11. To provide Continuing Medical Education (CME) to Healthcare Workers (HW).
12. To carry out any other duties as assigned from time to time by the Manager HR & Administration.

Qualifications and Experience

1. Bachelor of Medicine (Hon) degree.
2. MBCLB, CME's/ CPD's-30 hours annually.
3. Annual practicing license from UMA.
4. At least six (6) years of post-internship medical practice in a Government or reputable private organisation.

Key Competencies

- High level of integrity and confidentiality.
- Professionalism.
- Interpersonal relations.
- Effective communication skills.
- Attention to detail.
- ICT and digital literacy.

8. Job Title:	Estates Officer (1)
Reports to:	Manager Human Resource & Administration
Salary grade:	LS6
Type of Contract:	Fixed term (4 years)

Job Purpose:

To maintain LDC premises and other assets.

Duties and Responsibilities:

1. To Develop and implement plans and budgets for maintaining Centre premises and assets.
2. To ensure effective use and storage of LDC assets.
3. To participate in the preparation of Bills of Quantities.
4. To supervise construction and other maintenance projects and works.
5. To manage utilities i.e. electricity, water and sewerage.
6. To ensure that all lecture rooms and equipment are properly maintained every day before use.
7. To supervise cleaners and ensure a high standard of cleanliness of LDC premises.
8. To supervise the security guards and ensure safety of LDC premises and assets.
9. To supervise works done at the office premises including but not limited to installations, fumigation, garden weeding, etc.
10. To identify faulty fixtures, equipment, furniture and ensure timely repairs of minor works within a period of one week of faults identification or reporting.
11. To perform any other duties assigned by the Manager HR & Administration.

Qualifications and Experience

1. Bachelor's degree in Civil Engineering.
2. Member of the Uganda Institute of Engineers
3. Training in Project Planning & Management is an added advantage.
4. At least two (2) years' work experience in a similar position preferably in an academic institution of higher learning.

Key Competencies

- Good computer skills.
- Strong numerical skills.
- Strong analytical Skills.
- Strong Interpersonal Skills.
- Strong leadership skills.
- High level of integrity.
- ICT and digital literacy

9. Job Title:	Students Liaison Officer (2)
Reports to:	Manager Human Resource & Administration
Salary grade:	LS6
Type of Contract:	Fixed term (4 years)

Job Purpose:

The Student Liaison Officer is responsible for providing guidance and general support to all LDC Students.

Duties and Responsibilities:

1. To participate in orientation and support to newly enrolled students to enable them successfully settle in the LDC.
2. To monitor the students welfare to ensure that they are not diverted from their routine academics.
3. To assess vulnerable category students such as disabled, breastfeeding and expectant female students for additional welfare support.
4. To review and follow up on academic reports to monitor students' performance and identify academically challenged students for further support in conjunction with teaching staff.
5. To facilitate meetings and feedback sessions to ensure that there are linkages between students and teaching staff on matters of academic performance where necessary
6. To support students in identifying internships / clerkships through coordination with other corporate organizations and offering recommendations where possible.
7. To continuously update the students on any possible changes that may impact them in any way.
8. To carry out any other duties as assigned from time to time by the Manager HR & Administration.

Qualifications and Experience

1. Bachelor's degree in public administration, Arts (communication), Public Relations or a related field from a recognised University/Institution.
2. At least two (2) years' experience in a similar role in a reputable public or private academic institution.

Key Competencies

- Excellent communication skills.
- Problem-solving skills.
- Public-speaking skills.
- Organizational skills.
- Ability to resolve conflict.
- ICT and digital literacy

10. Job Title: Monitoring & Evaluation Officer (1)
Reports to: Senior Planning Officer / Economist
Salary grade: LS6
Type of Contract: Fixed term (4 years)

Job Purpose:

Design and implement an effective Monitoring & Evaluation system for LDC while supporting planning functions, data collection analysis and reporting to inform strategic decision-making and institutional development.

Duties and Responsibilities:

1. To support the process of defining, developing M&E tools, methodologies and reporting standards.
2. To monitor and evaluate the annual work plan, strategies and track performance on indicators.
3. To prepare quarterly M&E reports for submission to management.
4. To ensure compliance with reporting requirements and timelines.
5. Prepare analytical reports and performance dashboards.
6. Support evidence based planning and decision-making.
7. Provide technical support and training on M&E tools and methodologies.
8. To monitor project implementation and assess impact against the set objectives.
9. Coordinate data collection, validation and analysis processes
10. To perform any other duties assigned by the Senior Planning Officer / Economist.

Qualifications and Experience

1. Bachelor's degree in Statistics, Economics, Development Studies, or related field.
2. Postgraduate Diploma in Monitoring & Evaluation is an added advantage.
3. Minimum of three (3) years of experience in monitoring and evaluation in a Government institution or reputable private organisation.
4. Knowledge of M&E methodologies, frameworks, and tools.

Key Competencies

- Strong data collection, analysis, and reporting skills.
- Proficiency in M&E software (SPSS, STATA or Excel).
- Excellent communication and presentation abilities.
- Ability to work independently and collaboratively with diverse teams.
- High attention to detail and commitment to data quality.
- Strong problem-solving and critical-thinking skills.

11. Job Title: Assistant Inventory Management Officer (1)
Reports to: Inventory Management Officer
Salary grade: LS7
Type of Contract: Fixed term (4 years)

Job Purpose:

To receive, issue and record Stores in the Law Development Centre.

Duties and Responsibilities:

1. To receive, keep, retrieve and issue stores in accordance with the established procedures.
2. To receive and compile requisition orders.
3. To verify invoices against Good Received notes.
4. To post and maintain Stores records.
5. To undertake stock taking and stock inspection.
6. To perform any other duties assigned by the Inventory Management Officer.

Qualifications and Experience

1. Diploma in Stores / Supplies Management or Procurement or equivalent qualification.
2. Uganda Advanced Certificate of Education with at least two (2) principal passes.
3. At least one (1) year work experience in a similar position preferably in an academic institution of higher learning.

Key Competencies

- ICT and digital literacy.
- Planning, organising and coordinating skills.
- Records and information management skills.
- Must be accountable.
- Must be able to produce quality results.
- Must be a person of high ethics and integrity.
- Customer care skills.

12. Job Title: Assistant Nursing Officer (2)
Reports to: Medical Officer
Salary grade: LS7
Type of Contract: Fixed term (4 years)

Job Purpose:

To support the Medical Officer in administering patient care at the LDC Medical unit.

Duties and Responsibilities:

1. To take patient history and diagnose for signs and symptoms, do physical examination and request for lab tests.
2. To evaluate patients and refer them to the Doctor or for special care.
3. To carry out triage, direct the patients and review lab results.
4. To record the number of patients handled daily.
5. To request for purchase of medical supplies and provide details on quality and brand.
6. To offer first aid during LDC activities.
7. To receive and store medical supplies.
8. To segregate and dispose medical waste.
9. To follow up patients through their Firm leaders.
10. To review patients and schedule return appointments where necessary.
11. To perform any other duties assigned by the Medical Officer.

Qualifications and Experience

1. Diploma of science in Nursing
2. At least two (2) years' work experience as a Nurse

Key Competencies

- High level of integrity and confidentiality.
- Professionalism.
- ICT and digital literacy.
- Interpersonal relationship skills.
- Effective communication skills.
- Attention to detail.

13. Job Title: Laboratory Technician (1)
Reports to: Medical Officer
Salary grade: LS7
Type of Contract: Fixed term (4 years)

Job Purpose:

To examine human body fluids and tissues for abnormal chemical levels, cells or bacteria at the LDC Medical unit.

Duties and Responsibilities:

1. To carry out laboratory investigations and submit to the Clinicians for management.
2. To collect and handle specimen.
3. To perform external control and send back results to UVRI for assessment.
4. Preparation of stock reagents from which daily reagents are obtained.
5. To carry out daily equipment maintenance and service every 6 months.
6. To prepare standard operating procedures.
7. To requisition for lab supplies.
8. To segregate waste.
9. To observe safety precautions.
10. To participate in research activities.
11. To perform any other duties assigned by the Medical Officer.

Qualifications and Experience

1. Diploma in Medical Laboratory technology (Hon) degree.
2. At least two (2) years' experience as a Laboratory Technician.

Key Competencies

- High level of integrity and confidentiality.
- Professionalism.
- ICT and digital literacy.
- Interpersonal relationship skills.
- Effective communication skills.
- Attention to detail.

14. Job Title:	Research Assistant (2)
Reports to:	Head Legal Resource Centre
Salary grade:	LS7
Type of Contract:	Fixed term (4 years)

Job Purpose:

To conduct legal research, analyse laws, statutes & regulations and prepare legal documents.

Duties and Responsibilities:

1. To compile and edit content for Law Reports for Uganda.
2. To prepare periodicals, bulletins digests or other written material concerned with legal and related matters.
3. Prepare monthly case transcripts.
4. Prepare weekly case/legal alerts.
5. Peruse, edit and compile amendments to the existing Acts with the mother Act for easy reference.
6. To prepare legal opinions on any Bill presented to LDC for legal advice.
7. To assist in the preparation of reprints of Acts of Parliament in accordance with any law for the time being in force.
8. To assist the Law Reform Commission in the performance of its functions.
9. To undertake research into any branch of the law.
10. Participate in seminars and conferences on legal matters and problems.
11. Collect, compile, analyse and abstract statistical information on legal and related matters.
12. To perform any other duties as may be assigned by the Head of Department.

Qualifications and Experience

1. Bachelor of Laws-LLB (Hon) degree.
2. Postgraduate Diploma in Legal Practice from the Law Development Centre
3. At least one (1) year experience in a similar role in a Government or reputable private organisation.

Key Competencies

- High level of integrity and confidentiality.
- ICT and digital literacy.
- Interpersonal relationship skills.
- Effective communication skills.
- Data analysis skills.
- Attention to detail.

15. Job Title: Estates Assistant (1)
Reports to: Estates Officer
Salary grade: LS7
Type of Contract: Fixed term (4 years)

Job Purpose:

To support the management of physical properties and facilities at the Law Development Centre.

Duties and Responsibilities:

1. To assist in property inspections and planned repairs in liaison with the Estates Officer.
2. To ensure general cleanliness of the Centre premises at all times.
3. To assist in maintenance of the property management database, ensuring all data entered is accurate and up to date.
4. To ensure that ongoing property management needs are met, including routine and emergency repairs and maintenance in a cost effective and timely manner.
5. Maintain an accurate record of all repair & maintenance expenditure.
6. To generate reports as and when needed.
7. To assist with general office administration.
8. To perform any other duties assigned by the Estates Officer.

Qualifications and Experience

1. Diploma in Civil Engineering.
2. Uganda Advanced Certificate of Education with at least two (2) principal passes.
3. At least one (1) year work experience in a similar position preferably in an academic institution of higher learning.

Key Competencies

- Good communication skills.
- Basic numerical skills.
- Attention to detail.
- Record keeping skills.
- ICT and digital literacy

16. Job Title: Security Guard (3)
Reports to: Estates Officer
Salary grade: LS9
Type of Contract: Fixed term (4 years)

Job Purpose:

To guard, patrol and monitor Centre premises to prevent theft, violence or violation of rules.

Duties and Responsibilities:

1. To patrol Centre premises to prevent theft and also detect signs of intrusion.
2. To ensure security of doors, windows and glasses.
3. To monitor and authorize entrance and departure of employees, visitors and other persons.
4. Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons or unusual occurrences.
5. Call police in cases of emergency such as fire or presence of unauthorized persons.
6. To circulate among visitors, patrons and employees to preserve order and protect property.
7. To answer telephone calls to take messages, answer questions, and provide information during non-business hours or when the switch board is closed.
8. Warn persons of violation of rules, and apprehend or evict violators from premises using force where necessary.
9. To perform any other duties that may be assigned by the Supervisor.

Qualifications and Experience

1. Uganda Advanced Certificate of Education.
2. Must have attended security training from a reputable institution.
3. At least three (3) years' work experience from a reputable security organisation.

Key Competencies

- High level of integrity and confidentiality.
- Time management.
- Loyalty.
- High level of physical fitness.
- Computer literacy.

APPLICATION PROCEDURE

All eligible candidates should submit their applications with detailed and up to date CVs, certified copies of academic transcripts and certificates and any other supporting documents, day time telephone contacts and addresses of two referees (including the current employer where applicable) to:

**The Secretary / Head Human Resource and Administration,
Law Development Centre,
P. O. Box 7117, Kampala;**

Applications **clearly stating the position applied for** should be hand delivered to the LDC reception at **Kampala, Mbarara, Lira or Mbale campus**, or soft copy sent by email in **PDF format as a single file** to: hr@ldc.ac.ug

Deadline: Friday 05th June, 2026 by 5:00pm

Only shortlisted applicants will be contacted