

VOLUNTEER PLACEMENT AT HRCU

Position: Volunteer - Legal

Reports To: Senior Programme Officer – Legal

1. Background

The Human Rights Centre Uganda (HRCU) is a duly registered nongovernmental organization that was established in November, 2008 with the sole aim of contributing to an enabling environment for the promotion and protection of human rights, especially the rights of human rights defenders (HRDs). Since its establishment, HRCU has been implementing a number of activities through three major focus areas namely **capacity building** for HRDs to understand their rights, responsibilities and the mechanisms available for their protection at national, regional and international level; **research, documentation and reporting** on the environment in which HRDs operate and; **advocacy** for an enabling operating environment for the work of HRDs in Uganda. Through these focus areas, HRCU has been able to reach a number of HRDs in civil society, government institutions and those HRDs working in their individual capacity and has empowered them with knowledge on how best to promote and strive for the protection of human rights and fundamental freedoms.

2. Broad Function:

The volunteer will among others be responsible for contributing to legal research, analysis, advice on legal issues, investigations and generally supporting the legal Aid function of HRCU. HRCU is a registered Legal Aid service Provider by the Uganda Law Council and as such is mandated to provide legal aid, referrals and representation of HRCU clients.

3. Specific Duties and Responsibilities:

a. Legal Research and Analysis

- Undertake basic review of legal documents, instruments, or other material; identifies important issues, similarities, and inconsistencies.
- Provides advice on different legal issues and drafts legal opinions, briefs, memoranda and other legal documents.
- Review and provide input on legal motions and submissions, and assist in drafting them.
- Participates in investigations, truth visits, rapid response, and assesses evidence for relevance and admissibility.
- Assist in preparing and reviewing advocacy briefs on identified human rights issues.
- Provides legal aid, referrals and representation to HRCU clients.

b. Research and Training

- Undertake assignments related to research. This includes conducting field research to collect primary data and sorting the data plus the collection of secondary data in and out of office
- Carry out research on identified issues regarding the environment in which Human Rights Defenders operate
- Make write ups on research topics/ areas identified by HRCU
- Support the organisation and coordination of stakeholder training sessions or workshops, including participant registration, documentation and taking minutes.

c. General duties

- Present HRCU's background and mandate at relevant dialogues, workshops and meetings on highlighted human rights issues.
- Participate in preparatory meetings for any programmes activity and in the actual activity when called upon
- Compile monthly articles for the website

- Contribute to HRCU's reports, proposals and other documents where necessary
- Submit weekly and monthly progress reports to the supervisor
- Represent HRCU at different fora as may be assigned from time to time.
- Write daily newspaper updates and minutes of meetings, conferences, workshops, and external meetings attended
- Carry out any other task that may be assigned to you from time to time.

4. Relevant Experience, Skills and Competencies

- Bachelors' degree in law or equivalent;
- Minimum of two years progressive professional experience in law, human rights, research and training during capacity building workshops;
- Knowledge of, and ability to apply, legal principles, concepts and procedures for review, examination, and processing of a range of legal documents.
- Knowledge of the Laws and Acts of Uganda especially those pertaining to the operating environment of civil society organisations.
- Capability to interpret and apply legislative instruments, develop and present results, recommendations, and opinions clearly and concisely.
- Ability to apply good legal judgment in the context of assignments given.
- Fluent written and spoken English.
- Excellent communication, networking and follow up skills including the ability to develop and make effective presentations to partners and other key stakeholders.
- Excellent computer literacy (primarily in Microsoft Office packages) and ability to apply in assignments.
- Excellent interpersonal and team working skills and ability to work independently with minimal supervision.

5. Specifications for the Submission of applications

Interested individuals should submit CVs and academic documents to snalukwago@hrcug.org and copied to info@hrcug.org not be later than **16th October 2026 at 5:00pm**.