

PROFESSIONAL INTERNSHIP OFFER
LEGAL INTERN

Type of job	Professional Internship
Short Title of Assignment	Intern - Legal
Contract Type:	Individual
Duty Station	Kigali, Rwanda
Duration	6 months (extendable)
Start Date	As soon as possible
Applications to be sent to	jobs@iphr-ipdh.org

1. BACKGROUND

Initiatives for Peace and Human Rights (iPeace) is a Rwanda-based non-governmental organization that strives to enhance the culture of peace in the Great Lakes region through human rights and good governance education. Initiatives for Peace and Human Rights has been providing free legal services to vulnerable people living in remote rural areas in 5 districts (Huye, Nyaruguru, Nyamagabe, Gisagara and Nyanza) in the southern province.

As a fundamental principle of Rule of Law, access to justice is a pillar of any modern state. It implies the existence of quality laws, effective procedures and adequate judicial institutions and mechanisms to protect the rights of all the citizens. While having an appropriate legal and institutional framework is an important step, the most important thing is not only to get judicial institutions apply the written laws and the prescribed procedures but also to ensure that the citizens are aware of and able to use the existing mechanisms established to protect their rights. In addition, the foundation of the national justice system is the law school that provides legal education to make good justice actors, including judges, prosecutors, lawyers, legal advisors, etc. To be relevant, legal education must be balanced in terms of theoretical knowledge and practical skills that are offered to students in order to get them ready to effectively address citizens’ legal problems.

Since 1994, the government of Rwanda has been doing tremendous and constant efforts to enable the judicial system to provide speedy and quality justice to all, including poor people living in remote rural areas. Among other things, Access to Justice Bureaus (MAJ) have been installed in all districts, and recently in 2016 the Integrated Electronic Case Management System (IECMS) was launched to allow anyone from any corner of the country to file and monitor their case without any need to travel to the court. Both MAJ and IECMS are contributing a great deal to the improvement of access to judicial services. However, each of the mechanisms presents its own benefits and challenges. Besides, the ongoing COVID-19 crisis has created a new set of challenges that makes access to judicial services particularly dire for poor people living in remote rural areas.

It is within this framework that iPeace has set up a toll-free number to provide free, speedy and quality legal services to poor people living in Rwanda. This toll-free needs a well-trained legal officer to handle clients’ issues and provide necessary referrals.

iPeace would like to recruit a legal intern to provide this support.

2. SCOPE OF WORK

Under the direct supervision of the Project Manager and the Senior Legal Officer, the Legal Intern will be in charge of:

- Receiving people’s complaints in relation to their rights through iPeace’s Toll-Free line,
- Providing legal advice to clients, promptly liaising with field staff for appropriate follow ups;
- Filling out data in the online data-base for real-time monitoring and data information sharing;

- Following up on each of the received cases to provide timely feedback to the client;
- Suggesting best ways to improve remote delivery of legal services to clients,
- Providing weekly, monthly and quarterly report in the format agreed upon by the supervisor,
- Generating data from legal aid data base to inform iPeace management about any potential topic for advocacy and research
- Performing any other task assigned by iPeace management

3. SKILLS REQUIRED

The following skills are required from a person applying for the Legal Intern position

- A strong customer-support attitude
- A passion for justice and fairness
- Strong spoken and written communication skills
- The ability to absorb and analyze large amounts of information
- A high level of accuracy and attention to detail
- The ability to explain legal matters clearly in non-legal language
- Confidence and a persuasive manner
- Time management and strong organizational skills.

4. QUALIFICATIONS

The needed qualifications are:

- A Bachelor's degree in Law from a recognized university (law students who have completed all their classes and final dissertation waiting for graduation are eligible to apply).
- Good command of written and spoken Kinyarwanda with very good proficiency in English.

5. INTERNSHIP HOURS AND CONDITIONS

At iPeace, we are aware that most of university fresh graduates face a big challenge related to their lack of professional experience before they get their first job. That is why iPeace has established a professional internship scheme to provide hands-on experience to talented graduates to prepare them for a career in non-profit organizations.

The Intern would normally work a standard number of hours per week in accordance with iPeace rules and policies. The professional internship is non salaried position. However, a modest stipend will be provided to cover basic needs of the intern such as transport, lunch, communication, etc. The intern will be subjected to same professional requirements and standards as iPeace staff.

6. HOW TO APPLY

iPeace invites qualified candidates to apply for this position by providing the following as **one single PDF** attachment:

- (a) A one-paged motivation letter
- (b) Most updated Curriculum Vitae highlighting key qualifications for the position (2 pages Max) with two references preferably most recent lecturers, supervisors or mentors (email and phone numbers)
- (c) Notarized copy of the most qualifying degree/certificate

Applications must be sent electronically to jobs@iphr-ipdh.org not later than **30th March 2021 at 17:00** local time (Kigali- Rwanda) and specifically mentioning "**Legal Intern Position**" in the subject. Short- listed candidates shall be invited for an interview. No phone calls accepted.

Applications from female candidates are highly encouraged.

7. EQUAL OPPORTUNITY & NO CORRUPTION

iPeace is proud to be an Equal Employment and Opportunity and Affirmative Action Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), gender identity, age, status as individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, competence, and result-delivery need.

iPeace conducts its activities professionally, with integrity and in compliance with laws of those jurisdictions. As part of its commitment to ethical practices, iPeace does not tolerate acts of bribery or corruption. No person, agent or organization has been mandated by iPeace to receive, orient or facilitate any job application nor is there any fee whatsoever to submit, review, or assess a job application. Any promise/threat by whoever to positively or negatively influence a job application process is null and void.

Done at Kigali, on 20 February 2021

Paulin Muhozi
Country Director