

**TERMS OF REFERENCE**

LEGAL OFFICER

<b>Type of job</b>	Full time/Fixed Term
<b>Short Title of Assignment</b>	Legal Aid Officer
<b>Contract Type:</b>	Individual
<b>Duty Station</b>	Huye, Rwanda
<b>Duration</b>	12 months (extendable)
<b>Start Date</b>	1 <sup>st</sup> July 2020
<b>Applications to be sent to</b>	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 challenges especially to poor people living in remote rural areas.

It is within this framework that Initiatives for Peace and Human Rights provides free, speedy and quality legal services to poor people living in rural remote areas in the southern province.

**2. SCOPE OF WORK**

Under the direct supervision of the Country Director and the Project Manager, the Legal aid officer will be in charge of:

- Receiving people's complaints in relation with their rights through mobile aid clinic,
- Making case summaries and present them to iPeace management for adequate decisions,
- Providing legal advices to clients, including drafting court briefs, recommending cases for mediation, filing and monitoring cases through IECMS,
- Following up on each of the received cases to provide timely feedback to the client,
- Suggesting best ways to improve legal services to clients,
- Providing weekly, monthly, quarterly and annually report in the format agreed upon by iPeace management,
- Generating data from legal aid date base to inform iPeace management about any potential topic for advocacy and research
- Performing any other task assigned by iPeace management

### 3. KEY SKILLS REQUIRED

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

- 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
- The ability to work under pressure
- Time management and strong organizational skills.

### 4. QUALIFICATIONS

The needed qualifications are:

- To hold a Bachelor's degree in Law from a recognized university
- To have at least one-year experience in providing legal aid services, especially in remote areas
- Good command of Kinyarwanda and English

### 5. REPORTING LINE

Project Manager

### 6. WORKING HOURS AND CONDITIONS

The legal aid officer would normally work a standard number of hours per week. Long working hours are very common in all roles the law. Sometimes, the legal aid officer may also be on call on weekends and public holidays.

### 7. 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 job (2 pages Max) with two references preferably most recent employers/supervisors (email and phone numbers)
- c. Notarized copy of the most qualifying degree/certificate

Applications must be sent electronically to [jobs@iphr-ipdh.org](mailto:jobs@iphr-ipdh.org) not later than **25<sup>th</sup> June 2020 at 5:00 pm** local time (Kigali- Rwanda) and specifically mentioning "**Legal Officer**" in the subject. Short-listed candidates shall be invited for an interview. No phone calls accepted.

Application from female candidates are highly encouraged

Done at Kigali, on 15 June 2020

Paulin Muhozi

**Country Director**

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