

Legal Assistant

Location: [Africa] [Uganda]

Town/City: Kampala

Category: Legal

Job Type: Fixed term, Full-time

Back ground

World Vision Uganda (WVU) is a Christian relief, development and advocacy non-government organisation dedicated to working with children, families and communities to overcome poverty and injustice. We currently work in 43 districts and have 48 Area Programmes implementing projects in health & nutrition, water, sanitation & hygiene (WASH), livelihoods & resilience, education and child protection. World Vision (WV) is committed to the protection of children and adult beneficiaries from exploitation and abuse and will not employ people whose background is not suitable for working with these beneficiaries. All employment is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible.

Due to expansion in scope of our programmes, we are now seeking for a qualified and passionate individual willing to share in our vision and join the team in the following role.

Position: Legal Assistant

Report to: Legal & Governance Advisor

Location: Kampala - National Office

Purpose of the position:

To provide technical support in legal and Administrative affairs for the efficient and effective running of the ND's Office.

Key Outputs/Responsibilities.

- Coordinate Board meetings
- Conduct legal Research
- Draft and Review legal documents
- Organizing and maintaining files
- Transcribe and proof read legal documents
- Attend court proceedings
- Provide administrative support

Qualifications: Education/Knowledge/Technical Skills and Experience.

- A Bachelor's degree in Law is required with a diploma in legal practice
- Three (3) years' experience in similar position in a reputable organization.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including

- staff, board members, external partners and donors
- Demonstrated proactive approaches to problem-solving
- Proven ability to handle confidential information with discretion
- Expert level written and verbal communication skills
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point)