



RECRUITMENT NOTICE N° LAF0021

In order to effectively accomplish its mission and vision, the Legal Aid Forum is accepting applications on a rolling basis from qualified and skilled individuals to fill the following vacant positions within its Secretariat.

N°	Position	Qualifications and desired skills	Key Responsibilities
1.	Programs Manager	<ul style="list-style-type: none">• Advanced degree in Law or other relevant social science fields with a minimum of 5 years' experience in managing access and related projects;• Demonstrated knowledge and acquaintance of the Justice Sector in Rwanda;• Demonstrated knowledge of core project management skills;• Demonstrated leadership capabilities;• Experience working with NGOs;• Fluent in spoken and written English with working knowledge of French;• Commitment for access to justice for venerable groups;• Excellent interpersonal skills and collaborative management styles.	<ul style="list-style-type: none">• Coordination of programs, projects and initiatives;• Assist in overseeing the development of annual planning processes and LAF activities;• Be part of LAF Secretariat Management Committee and provide leadership in his/her area of expertise;• Quality control of programs, identifying potential challenges and addressing them in conjunction with the Management;• Writing, or contribute in writing of project reports and donor reports;• Preparing proposals, work plans, budgets, and progress reports;• Provide input on strategic direction of activities and identify opportunities for productive interventions;• Participate in strategic planning and work plan development;• Assess the capacity building needs and implement capacity building and professional development programs for members of LAF;• Assist the Executive Director where required in developing policies for sound management for programs;• Contribute to the functioning of the Legal Aid Civil Society Fund, in conjunction with Monitoring, Evaluation and Learning and Business Development Officers;

			<ul style="list-style-type: none"> • Supervise and coach staff attached to the department of programs; • Assist the Executive Director in developing strategic partnerships and strengthening linkages with donors, government institutions and civil society; • Participate in meetings, workshops, seminars and conferences particularly related to LAF activities /programs as designated by the Executive Director.
2.	Monitoring, Evaluation & Learning Officer	<ul style="list-style-type: none"> ▪ A University degree in relevant fields such as human rights, project management, anthropology, sociology education etc; ▪ 5 years’ professional experience working as MEL preferable in the areas of access to justice, rule of law and human rights; ▪ Experience working with NGOs; ▪ Substantial experience in Results Based Management and the theory of change; ▪ Fluent English or French, with a strong working knowledge of English and able to write reports in English; ▪ Proficiency in the use computer and IT tools ▪ Excellent organisational, analytical and interpersonal skills. Excellent written and oral communication skills. 	<ul style="list-style-type: none"> • Advise LAF Secretariat and Members on issues related to Monitoring, Evaluation and Learning; • Collect data on legal aid services among members and from other legal service providers, analyse them and compile reports; • Setting up a MEL system and ensuring that it is implemented effectively by LAF; • Guide the overall M&E strategy and its implementation within LAF; • Field visits of LAF projects and initiatives and report to the Program Manager as appropriate; • Analysis of the implications of M&E data on LAF activities; • Organising workshops on “lessons learnt” for LAF Members; • Develop a capacity building plans on M&E for LAF Members; • Organise (and where applicable provide) refresher trainings in M&E for LAF Members; • Training and involving LAF Members in the M&E activities to promote participatory planning, especially those implementing “Legal Aid Civil Society Fund” (LACSF); • Oversee the function of the LACSF, in conjunction with the Program Manager; • Participate in feedback sessions organised by LAF Secretariat to member organisations implementing projects;

			<ul style="list-style-type: none"> Assist in projects design and formulation as well as in fundraising initiatives.
3.	Research Officer	<ul style="list-style-type: none"> Advanced Degree in law or any related social science field with remarkable experience in research; A minimum of 5 years' experience in the legal research field; Knowledge and experience in access to justice, rule of law and human rights; Ability to conceptualise and analyse complex material and present findings in a clear and concise manner; Strong writing skills are essential; Fluent written and spoken English with a strong working knowledge of French; Experience working with standard IT packages: Word, Excel, Power Point, SPSS etc. Ability to use Internet for research. 	<ul style="list-style-type: none"> Advise LAF secretariat about research topics, priorities and approaches; Drafting research specifications and choosing how to collect data; Cleaning and analyzing quantitative and qualitative data for the report and helping with the preparation of infographics and policy briefs; Contribute to developments in surveys, including online survey systems, and perform data output and statistical analysis; To provide direct supervision and coordination of research projects, surveys and data collection; With the support from LAF team, elaborate relevant research tools to be used in research; Organize training sessions for research teams including data clerks on relevant research tools; Ensure quality and consistency in the application of the tools during the entire period of research projects; Conduct a qualitative and quantitative analysis of data with the participation of field data collection clerks; Prepare research and survey reports to be validated by the Legal Aid Forum.
4.	Communications Officer	<ul style="list-style-type: none"> A University degree in relevant fields such as communication, media studies, journalism, public relations and Law; 5 years' experience in the field of communication or related fields; Excellent written and verbal communication skills; 	<ul style="list-style-type: none"> Work with LAF team in planning, development and implementation of communication, visibility and branding activities and strategies; Undertake the development of communication products, over-see the quality of design, accuracy of content and its suitability for target audience; Work with LAF team to undertake periodic reviews of the communication plan and provide necessary updates to the team; Coordinate preparation of conferences and workshops;

		<ul style="list-style-type: none"> • Computer literate with capabilities in email, MS Office, infographics and related business and communication tools; • Content writing experience for all media platforms and social media and networking expertise; • Experience working with NGOs; 	<ul style="list-style-type: none"> • Assist LAF management to identify, collect, store and disseminate qualitative information and case studies to stakeholders; • Facilitate development of case studies and communication materials as necessary; • Develop and maintain up to date media contacts and ensure accurate information dissemination to the media whenever required; • Draft and produce media materials including press releases, brochures, articles, Newsletters and supervise their distribution; • Prepare the content for LAF website and update it regularly in conjunction with IT Officer; • Build the capacity of LAF Staff and Members through appropriate communication trainings, access to information and knowledge sharing.
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Interested Candidates should send a CV, 2 references, a letter of motivation, a copy of degree(s) and relevant Certificate(s) to LAF offices addressed to the **Executive Director:** P.O.Box 5225 at Kimihurura, KN 14 AV, KG 668 ST electronically to recruitment@legalaidrwanda.org. Only shortlisted candidates will be contacted.