



RECRUITMENT NOTICE N° 02/LAF/25

The Legal Aid Forum (LAF) is the leading non-state legal aid and human rights civil society organization in Rwanda comprising of over 35 Organizations, all working towards improving access to justice, legal aid and human rights promotion and protection.

To effectively accomplish its mission and vision, LAF is accepting applications from qualified and skilled individuals to fill the following vacant positions within its Secretariat:

N ^o	Position	Description	Requirements
1.	Executive Personal Assistant (1)	The Executive Personal Assistant provides high-level and professional administrative support to the office of the Executive Director within the Secretariat of the Legal Aid Forum. S/he works closely together with and reports directly to the Executive Director. The Responsibilities include but not limited to: • Provide strategic and technical input to the Executive Director on programmatic priorities, ensuring alignment of ongoing projects • Oversee internal communication flows between the Executive Director's office and departments, ensuring coherence and timely exchange of information. • Efficiently manage the calendar of the Executive Director, scheduling and coordinating meetings, appointments, and travel arrangements.	• Bachelor's Degree from a recognized University in relevant fields such as Public Administration, International Relations, Law, ICT etc. • At least 5 years of demonstrated professional experience in supporting executives in high-paced environments. • Knowledge of donor-funded project cycles and experience supporting compliance, reporting, and coordination across programs. • Excellent written and verbal communication skills, including the ability to prepare executive-level correspondence and presentations. • Exceptional attention to detail and multitasking ability under tight deadlines. • Proactive and self-driven, capable of anticipating needs and independently managing priorities. • Ability to work collaboratively in interdisciplinary environment. • Fluent in written and spoken English, French and Kinyarwanda.

		• Serve as a liaison between the Executive Director and internal/external stakeholders, maintaining positive relationship and representing the Executive Director's Office professionally. • Arranging travels, visas and accommodation and occasionally travelling with the Executive Director. • Support organizational planning and retreats, including agenda development, documentation of outcomes, and tracking of follow-up actions. • Manage and prioritize incoming correspondence (emails, letters, and other communications), drafting and responding on behalf of the Executive Director where appropriate, to ensure timely and effective communication. • Document discussions by taking accurate notes and preparing quality minutes and action points for follow-up • Ensure the Executive Director is well prepared for meetings and engagements by compiling relevant briefs, background documents, and talking points in advance.	• Proficiency in the use of computer and other IT tools. • Strong planning and organisational skills. • Demonstrating integrity and ethical standards. • Experience working in the non-profit sector.
2.	Monitoring, Evaluation and Learning Specialist (1)	The Monitoring, Evaluation and Learning (MEL) Specialist is responsible for Monitoring, Evaluation and Learning of LAF across all LAF programs and projects, ensuring high quality and timely inputs. His/her responsibilities are, but not limited to: • Advise the LAF Secretariat and Member Organizations on all matters related to MEL. • Collect and analyse data on legal aid services provided by LAF Members and other justice	• Bachelor's Degree from a recognized university, in relevant fields such as Statistics, project management, Human rights, etc. • 7 years' professional experience working as MEL preferable in the areas of access to justice, rule of law and human rights. • Strong quantitative and qualitative data analysis skills, including experience using tools such as Excel, Power BI, SPSS, KoboToolbox, or other data management systems.

		sector actors, ensuring data accuracy, quality, and reliability • Design, operationalize, and oversee the implementation of LAF's MEAL framework, tools, and systems, ensuring consistency across programs and alignment with the organization's Strategic Plan and donor requirements. • Organize and participate in field monitoring visits, preparing mission reports and actionable recommendations for program improvement. • Assess the implications of MEAL findings and advise management on adjustments needed to enhance program performance and impact. • Participate in joint feedback and reflection sessions with Member Organizations implementing LAF-funded projects to support learning and accountability • Integrate MEAL components into project design, proposal development, and fundraising initiatives to strengthen evidence-based programming. • Support the Programs Team in performance tracking, narrative reporting, and alignment of project outcomes with organizational objectives. • Develop project and institutional indicators, monitoring plans, and performance measurement frameworks to guide implementation and track progress. • Produce regular analytical and performance reports that inform management decisions, strategic planning, and donor reporting. • Organize learning sessions to reflect on project results and share key takeaways from their impact.	• Ability to design and use monitoring tools, including indicator tracking tables, data collection forms, and logical frameworks. • Knowledge of data visualization and presentation techniques to communicate findings clearly to technical and non-technical audiences. • Ability to translate data into actionable insights and practical recommendations for project improvement. • Strong attention to detail and commitment to data quality and accuracy. • Ability to facilitate participatory monitoring and evaluation processes involving partners and community actors. • Ability to work independently and manage multiple priorities under tight deadlines. • High level of integrity and commitment to evidence-based decision-making. • Experience working in the non-profit sector. • Substantial experience in Results Based Management and the theory of change. • Experience in donor reporting. • Fluent in English and Kinyarwanda. • Proficiency in the use computer and IT tools. • Excellent written and oral communication skills.
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3.	Senior Legal Aid Attorneys/ Advocates (Multiple)	LAF is the leading non-state legal aid service provider in Rwanda. Our Attorneys assist our clients to receive quality legal aid services. They offer different legal services ranging from criminal to various civil, labour and administrative matters. Insurance claims, asylum and refugee legal aid services are also provided by our Attorneys. Our Attorneys are also involved in strategic litigation of constitutional petitions on matters of public interest. We are recruiting Senior Attorneys to among other things: • Give relevant legal advice and opinion on cases assigned by LAF. • Appear in court (s) for legal representation on behalf of clients assigned by LAF. • Support capacity-building initiatives by facilitating legal training sessions when requested • Manage client files in an ethical and professional manner. • Prepare court submissions for clients and other	• Law Degree with at least 8 years of experience as practicing Attorney and 5 years in providing legal representation/assistance to vulnerable people; • Proof of good standing with the Bar Association; • Commitment to access to Justice for vulnerable groups; • Strong knowledge on legal aid framework in Rwanda; • Self motivated and able to work with minimum supervision; • Excellent oral and communication skills; • Familiarity with principles of public interest litigation, international human rights instruments; • Attorneys working with rural communities are encouraged to apply; • Experience in handling Public Interest Litigation cases.

		administrative correspondences and legal writings as required. • Perform due diligence on cases received and advise LAF accordingly. • Accompany clients to any administrative institutions for legal advocacy purposes. • If and when applicable, conduct mediation on cases that so required. • Prepare and submit reports to LAF on progress of cases assigned. • Participate in Mobile Legal Aid Clinics organized by LAF • Apply and follow rigorously Legal Aid Performance Standards as developed and approved by LAF. • Provide legal analysis and commentary on laws, policies, and draft legislation at the request of LAF • Maintain up-to-date knowledge of national laws, judicial precedents, and procedural reforms relevant to legal aid service delivery. • Collaborate with other attorneys to share experiences and discuss legal strategies • Represent LAF in meetings, workshops, and consultations when delegated, and provide feedback or reports on key discussions and outcomes.	
4.	Call Centre Legal Officers (Multiple)	• The Call Centre Legal Officer is responsible for receiving and making calls through LAF's legal aid call center "1022", and keep related records/information collected from callers. • His/her responsibilities are, but not limited to:	• Bachelor's Degree in Law from a recognized university. • Diploma in Legal Practice from the Institute of Legal Practice and Development (Minimum of 3 years of professional experience in the legal field, preferably in legal aid service delivery or client advisory roles.

		• Receive and respond to calls from citizens seeking legal aid services, providing accurate legal information, advice, and referrals in accordance with LAF guidelines. • Record and categorize all in-coming calls in LAF's management information system, ensuring proper documentation of client information, issues raised, and advice provided. • Conduct out-bound calls to follow up on previously assisted beneficiaries or to gather additional information related to on-going cases or feedback surveys. • Ensure confidentiality and ethical handling of all client information and legal issues discussed through the call center. • Participate in the review and verification of data provided by users or beneficiaries of justice services to ensure accuracy and reliability. • Support the analysis of data and feedback received from citizens to identify trends, recurring legal issues, and areas requiring institutional attention. • Contribute to the preparation of periodic reports on call center performance, including key statistics, common legal issues, and recommendations for system improvement. • Provide input to public awareness and outreach initiatives, including participating in Mobile Legal Aid Clinics and Legal Aid Weeks • Participate in trainings, team meetings, and supervision sessions to strengthen legal knowledge, improve service delivery, and ensure continuous learning.	• Experience handling client inquiries, case documentation, and citizen feedback systems, with strong attention to accuracy and detail. • Strong knowledge of Rwanda's legal aid framework • Excellent communication and inter-personal skills, with the ability to explain legal issues clearly to non-specialists. • Strong data entry, record-keeping, and reporting skills, including experience using digital tools or case management systems. • High sense of professionalism, confidentiality, and empathy when interacting with beneficiaries. • Fluency in Kinyarwanda and English • Familiarity with Rwanda justice sector institutions.
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For Legal Aid Attorneys/Advocates, their applications should comprise: a CV, application letter, valid advocate's card, recommendation letter from RBA as a proof for compliance and being in good standing with the Bar regulations.

For other applicants, applications should include a CV, 2 references, a letter of motivation, a copy of degree(s) and relevant Certificate(s). Applications should be addressed to the Director of Operations and submitted electronically to: recruitment@legalaidrwanada.org. Closing date for applications is 13th December 2025 at 5:00 PM (Kigali Time).

Only shortlisted candidates will be contacted.

Done at Kigali, on 11th November 2025.

Arielle KAMANZI IRIBAGIZA

Director of Operations (ai)