



Refugee Law Project



School of Law, Makerere University
A Centre for Justice and Forced Migrants

Position:	Transitional Justice Officer and Field Office Coordinator
Work Station:	Gulu, Refugee Law Project (RLP) Office
Programme	Conflict, Transitional Justice and Accountability
Reporting to:	Programme Manager for Conflict, Transitional Justice and Accountability Programme

Position Summary

The TJ will work under the Conflict, Transitional Justice and Accountability Programme and support RLP's Research and Documentation Portfolio. The Transitional Justice Officer and Field Office Coordinator will play a pivotal role in advancing the Refugee Law Project's (RLP) transitional justice agenda in northern Uganda and West Nile, specifically in Gulu district, which has been the epicenter of transitional justice engagements in post-conflict northern Uganda. The Officer will be responsible for coordinating programme delivery in Gulu Field Office as well as daily activities and duties at the Field Office, line managing and coordinating field-office staff, handling operational and financial matters, fostering relationships with related institutions and CSOs, and maintaining consistent relationships with targeted regional and national CSOs. This position will leverage RLP's expertise to strengthen local and national civil society actors' capacity to engage in peace and transitional justice processes, contributing to the systematic establishment of a historical record.

The Officer will serve as a critical link between local-level transitional justice initiatives and national-level policy discourses, ensuring that local voices and perspectives inform and shape national policy debates. By galvanizing RLP's TJ efforts at the local level, the Officer will facilitate the connection between grassroots experiences and national-level decision-making, promoting a more inclusive and representative transitional justice process. The Officer will also work closely with RLP's archive team to support the review and cataloging of existing materials on transitional justice and conflict history, support digitization and inventory of sensitive documents, and conduct research and publications on transitional justice themes. They will also engage with local communities, refugees, and stakeholders on transitional justice issues, conduct workshops on archives management, resource governance, and community linkage strategies, and collaborate with RLP to improve archive accessibility and organization. The Officer will contribute to the national memory and peace documentation efforts, aligning with the National Memory and Peace Documentation Centre's objectives, and explore feasibility of future research initiatives on conflict memory and historical record-keeping. In this respect, the TJ Officer shall support RLP national TJ outreach, engagements and efforts.

Key Performance Areas

KPA 1: Networking and advocacy

1. Continuously advocate on issues affecting refugees, asylum seekers and other forced migrants, focusing on transitional justice and peace building, using different advocacy



Refugee Law Project

School of Law, Makerere University
A Centre for Justice and Forced Migrants



strategies like the media, community and public dialogues, and video documentaries, among others

2. Prepare functions to promote the rights of vulnerable categories of refugees, asylum seekers and other forced migrants, e.g. celebrations of international days, campaign weeks, etc
3. Organise bi-annual Cross-border dialogues on cross-border peace building
4. Organise bi-annual Cross-border sensitization on sustainable peace building
5. Where feasible, organise bi-annual Cross-border dialogues on cross-border peace building, focusing on transitional justice and reconciliation.
6. Organise bi-annual Cross-border sensitization on sustainable peace building, incorporating transitional justice frameworks.
7. Organise and facilitate trainings for policy markers on transitional frameworks, peace building and reconciliations, linking local experiences to national policy discourses.
8. Organise inter-generational dialogue on emerging peace building issues, exploring transitional justice and historical memory.
9. Support on the organisation of Institute of African Transitional Justice (IATJ) activities, strengthening RLP's engagement in regional transitional justice networks.
10. Represent the organisation in transitional justice working groups in Northern and West Nile region, promoting RLP's experience and expertise.
11. Support the organisation of national reconciliation conference in Uganda, contributing to national-level policy debates on transitional justice.
12. Participate in radio and TV talk shows, advocating for transitional justice and peace building in northern Uganda and West Nile.
13. Represent the programme and the organisation in different fora, highlighting RLP's work on transitional justice and peace building.
14. Establish new, maintain, and strengthen existing working relations and partnerships with different stakeholders, including CSOs, government agencies, and international organisations, to advance RLP's transitional justice agenda.
15. Ensure weekly Social Media content is created and submitted to the Programme Manager Media for Social Change Programme for publication, promoting RLP's work on transitional justice and peace building.

KPA 2: Community Engagement

1. Participate in the commemoration of several events on peace building, highlighting transitional justice and reconciliation, and promoting RLP's work in the region.
2. Support the establishment of peace clubs in schools in and around refugee settlements, incorporating transitional justice and peace education, and fostering inter-generational dialogue on peace building issues.
3. Oversee the organisation of grassroots dialogues, include inter-school engagements on peaceful co-existence in and around refugee settlements, promoting critical thinking and discussion on transitional justice and peace building.



Refugee Law Project

*School of Law, Makerere University
A Centre for Justice and Forced Migrants*



4. Organise peace film festivals in Northern and West Nile region, showcasing films that promote transitional justice, peace, and reconciliation, and facilitation community discussions and reflections.
5. Participate in regional dialogues for cultural and local leaders on peace building issues, focusing on transitional justice and reconciliation, and promoting RLP's expertise and experience in the region.
6. Engage with local communities, refugees, and stakeholders on transitional justice issues, conducting workshops on archives management, resource governance, and community linkage strategies, and collaborating with RLP to improve archive accessibility and organization.
7. Support the development of community-based initiatives that promote transitional justice, peace, and reconciliation, and document best practices and lessons learned for future programming.

KPA 3: Partnerships

1. Coordinate and oversee transitional justice projects within designated geographic areas or regions.
2. Conduct needs assessments, develop project plans, and manage project budgets.
3. Collaborate closely with local authorities, community leaders, and partner organisations to ensure effective engagement and synergies.
4. Support research initiatives related to transitional justice and associated thematic areas.
5. Ensure effective implementation, monitoring, and reporting of transitional justice projects in collaboration with partners.

KPA 4: Research, Documentation and Knowledge Management

1. Ensure that research, documentation, and archival efforts are integrated across all programmatic areas in the Gulu Field office's archival work, promoting a culture of knowledge sharing, transparency, and accountability.
2. Monitor and document on-going Transitional Justice initiatives for formal justice processes, highlighting best practices, challenges, and lessons learned, and identifying areas for improvement.
3. Support the research team, especially the Coordinator Research and Documentation in identifying key emerging issues for conceptualization in research studies.
4. Contribute to the development of IEC materials on transitional justice and peace building, translating complex concepts into accessible language for diverse audiences.
5. Draft press statements, press releases, opinion pieces, journals, briefs and working papers for major international days, promoting RLP's work and expertise on transitional justice and peace building.
6. Contribute to the archive of transitional justice issues, ensuring that RLP's documentation is comprehensive, accurate, and accessible, and support the National Memory and Peace Documentation Centre's objectives.



Refugee Law Project

School of Law, Makerere University
A Centre for Justice and Forced Migrants



7. Produce timely periodic reports as required, providing updates on project progress, achievements, and challenges, and informing future programming.
8. Support research initiatives on transitional justice related issues, exploring the intersections between conflict, memory, and historical record-keeping.
9. Support the Programme Manager in the identification of key emerging issues for conceptualisation into research studies, focusing on transitional justice and peace building in northern Uganda and West Nile.
10. Support the Coordinator Research and Documentation (the research team) in research on topical and emerging issues within the programme, providing analytical insights and recommendations for future programming.
11. Work with Documentation Assistants and Archival teams to ensure that all records of project deliverables are digitised, archived and can be accessed at any time required, and can be accessed at any time required, promoting transparency, accountability, and knowledge sharing. Oversee the documentation and archiving of project deliverables, ensuring comprehensive, accurate, and accessible records.
12. Draft press statements, press releases, opinion pieces, journals, briefs, and working papers for major international days, and support the development of communication strategies to promote RLP's work and expertise on transitional justice and peace building.
13. Produce timely periodic reports on research progress, achievements, and challenges, ensuring research findings inform future programming, improve impact, and promote a culture of transparency and accountability in research and documentation efforts.

KPA 5: Administrative/Managerial

1. Provide direct line management to all staff in your respective office
2. Lead the programme staff in preparation of quarterly work plans (Programme and Individual)
3. Consolidate quarterly reports into Field Office quarterly, bi-annual and annual reports
4. Ensure appropriate workload for programme staff
5. Provide continuous leadership, supervision, training and development of programme staff, ensuring an effective and motivated team
6. Work with the Monitoring Team to ensure that periodic programme reviews are executed
7. Ensure that programme staff account for funds advanced to them for activities
8. Liaise with the Human Resources unit in conducting performance appraisals and ensure competency and training gaps are addressed
9. Support the Human Resources Office in ensuring that all institutional policies are adhered to and that any anomalies are reported timely and professionally
10. Ensure Staff fill in timesheets to document time spent working on particular activities.
11. Contribute to curriculum development for inclusion of transitional justice issues in the curriculum



Refugee Law Project

School of Law, Makerere University
A Centre for Justice and Forced Migrants



12. Participate in IASFM where feasible
13. Oversee the operation of the innovation centre and its administration
14. Support and engage in fundraising for the programme and the thematic issue

KPA 6: Finance

1. Ensure that funds received in the Field Office for programme implementation and operations of the Field Office are used for their intended purposes
2. Review all activity requisitions from Field Office before submitting them to the programme manager for sign-off, ensuring they are within the approved budget.
3. Review and sign off all accountabilities for completed activities and ensure that proper supporting documents are attached and sent to the finance unit weekly.
4. Create and maintain an advances register for all funds advanced to staff and share it with the Finance manager regularly

KPA 7: Procurement and Logistics

1. Chair/ attend the Field office procurement committee meetings.
2. Review and sign off Vehicle logsheets and mileage forms for all vehicles.
3. Ensure quarterly assets verification is carried out regularly and reports are sent to the procurement unit.
4. Coordinate with the Logistics Focal Person on the movement of vehicles from the Field Office to and from Kampala.
5. Ensure that the Field office submits a quarterly/ semi-annual procurement plan to the procurement unit in time

Education

- Advanced University Degree: A Master's degree or equivalent in Humanitarian Studies, Law, Political Science, International Relations, International Development, Social Sciences, Peace and Conflict Studies, Social Ethics, or a related field is required.
- A bachelor's degree in a relevant field with significant experience in project coordination, management, or a related area may be considered.
- Additional Training in Transitional Justice or International Human Rights Law is an added advantage.

Experience

- Professional Experience: A minimum of 5 years of progressively responsible experience in fields such as human rights, political affairs, international relations, international development, law, or project coordination, management, or a related area, preferably in humanitarian response, development, or transitional justice.
- Transitional Justice Experience: Demonstrated experience in transitional justice processes, mechanisms, or advisory roles in post-conflict settings is essential.
- Peacebuilding/Conflict Mitigation: Experience in community-based reconciliation, reintegration processes, conflict prevention, or conflict mitigation is required.



Refugee Law Project

School of Law, Makerere University
A Centre for Justice and Forced Migrants



Skills

- Strong conceptual understanding of transitional justice, peace building, and human rights.
- Analytical and Drafting: Excellent analytical abilities, problem-solving skills, and strong drafting skills, including the capacity to produce high-quality reports and documentation.
- Communication: Excellent interpersonal skills and strong verbal and written communication skills, with demonstrated experience in report writing and stakeholder engagement.
- Collaboration and team working: Strong ability to work effectively in multicultural and multidisciplinary teams.
- Coordination and Advocacy: Proven ability to coordinate effectively, advocate on key issues, and engage constructively with diverse stakeholders and teams.
- Organizational Skills: Strong organizational and time management skills and attention to details and with the proficiency to manage multiple tasks and priorities efficiently.
- Technical Skills: Solid analytical, communication, coordination, and documentation skills essential for programme implementation and support.
- IT Proficiency: Proficiency in current standard office software applications, including Microsoft Word, Excel, and PowerPoint.
- Languages: Fluency in English is required with knowledge of local languages (e.g., Acholi, Luganda, Juba Arabic) being an asset.

Personal Qualities

- Demonstrated commitment to humanitarian principles and values.
- Ability to manage multiple tasks, meet deadlines, and work effectively in a fast-paced environment.
- Capacity to work under pressure and adapt to changing circumstances.
- Flexible, committed, and able to work independently with minimal supervision, while maintaining flexibility in working hours.
- Proactive approach to work, including the ability to prioritise and re-prioritise as needed.
- Demonstrated tact, diplomacy, and confidence in handling complex or sensitive situations.
- Strong common sense, professionalism, and the ability to think quickly and respond appropriately.
- Ability to take initiative and work autonomously.