BAREFOOTLAW

Vacancy: Legal Assistants (4)

Promoting Justice for Peaceful Thriving Communities Project

ABOUT BAREFOOTLAW

BarefootLaw is a Ugandan-founded nonprofit which believes that for a society to thrive, people must be able to fully exercise and enjoy their rights. Bridging barriers to accessing legal information and services is foundational to building peaceful communities in which people can thrive.

Since 2013, we have used digital technology and community outreach to help people across Africa overcome barriers to accessing legal information and services.

To advance this mission, BarefootLaw seeks a qualified, experienced Legal Assistant to support operations and help promote access to justice for underserved and marginalised communities in Uganda.

ABOUT THE PROJECT:

BarefootLaw (BFL) and Penal Reform International (PRI) are implementing Promoting Justice for Peaceful Thriving Communities, a four-year project supported by the Kingdom of the Netherlands that seeks to advance a just, peaceful, and inclusive society where people can access justice and thrive.

The project aims to reach 50,000 people with legal information, legal services, rehabilitation and reintegration support by 2030.

The intervention tackles limited legal awareness, inaccessible justice services, unresolved disputes, insecure land rights, and barriers faced by women in conflict with the law. It combines community-based and digital legal information, BarefootLaw Boxes, mediation, legal consultations and representation, institutional engagement, and rehabilitation and reintegration support.

PART A: TERMS OF REFERENCE

1. Position Details

Item	Details
Job title	Legal Assistants (4)
Reports to	Senior Legal Officer
Area of Responsibility	Namutumba, Gulu, Kitgum and Mbale
Number of posts	4
Project	EKN/Promoting Justice for Peaceful Thriving Communities in Uganda

2. Purpose of the Role

The Legal Assistant will provide specialised legal services under the EKN/Justice for Peace Project, working through the BarefootLaw Box offices to deliver legal information, legal consultations and mediation to underserved and marginalised communities in the assigned duty station.

3. Key Responsibilities

a) Provide specialised legal services under the EKN/Justice for Peace Project and support other related legal activities within the organisation.
b) Conduct legal consultations and provide legal guidance to underserved communities.
c) Facilitate physical and virtual mediation sessions at BarefootLaw Box offices.
d) Prepare legal documents, opinions, content and other relevant materials within the scope of the role.
e) Conduct legal research and write articles for publication.
f) Organise, attend and participate in legal trainings, community outreaches and sensitisation activities as part of the organisation's programmes.
g) Identify and document key legal challenges affecting underserved communities in Uganda.
h) Respond to legal inquiries received through the organisation's various platforms.
i) Prepare clear and accessible legal information for dissemination to communities and relevant stakeholders.
j) Prepare reports on field activities, including legal consultations, mediation sessions, trainings and community outreaches.

k) Perform any other duties or assignments related to the role as may be assigned by the supervisor.

4. Working Relationships

The Legal Assistant will report to the supervisor named above and will work with BarefootLaw colleagues, project partners including Penal Reform International (PRI), community members and relevant local stakeholders.

5. Qualifications and Experience

Mandatory requirements

- A Bachelor of Laws (LL.B) degree from a recognised university.
- Post Graduate Diploma in Legal Practice from the Law Development Centre.
- Professional legal experience of at least 1-3 years of legal practice.
- Proficiency in the local language(s) of the duty station, as set out in the table in Section 6.
- Demonstrated interest in technology, digital innovation and the use of technology to improve access to justice.

Desirable (added advantage)

- Excellent written and spoken communication skills.
- Ability to work with multiple stakeholders and the community.
- Self-driven, with a commitment to continuous learning.

6. Language Requirement by Duty Station

Candidates must be proficient in the language(s) spoken in the area of the duty station they are applying for.

Duty station	Language(s) spoken in the area	Requirement
Gulu	Acholi	**Written and spoken**
Kitgum	Acholi	**Written and spoken**
Namutumba	Lusoga	**Written and spoken**
Mbale	Lugisu and Lumasaba	**Written and spoken**

7. Safeguarding, Confidentiality and Data Protection

The Legal Assistant will handle client information in strict confidence and in line with applicable data protection requirements and BarefootLaw policies. BarefootLaw maintains

a zero-tolerance policy towards sexual exploitation and abuse, and the post holder is bound by BarefootLaw's Code of Conduct

PART B: HOW TO APPLY

1. Application Documents

Applicants must submit the following documents:

- A cover letter.
- A Curriculum Vitae (CV).
- Three referees, and referees' full contact details (name, position, telephone and email) must also be provided.
- Copies of certified academic documents.

BarefootLaw will carry out reference checks, including contacting the referees listed.

2. How to Submit

Combine all documents into a single PDF file and submit the file via email to hr@barefootlaw.org

Item	Instruction
Email address	hr@barefootlaw.org
Email subject line	**Application for Legal Assistant – [Duty Station]**
Attachment format	One (1) combined PDF file
Closing date	17th November 2026 at 11.59pm

Applications received after the closing date will not be considered.

3. Selection Process

Applications will be screened against the requirements in Part A.

Only shortlisted candidates will be contacted and invited for an interview.

4. Vetting and Compliance

Employment is subject to satisfactory reference checks, anti-terrorism vetting and screening against relevant international sanctions and other applicable lists to ensure due

diligence and compliance with Anti-Money Laundering and Combating the Financing of Terrorism (AML/CFT) requirements, as well as BarefootLaw's Code of Conduct.

5. Recruitment is Free

BarefootLaw does not charge any fees at any stage of the recruitment process. The organisation maintains a zero-tolerance policy towards corruption, sexual exploitation, and abuse.

6. Equal Opportunity Statement

BarefootLaw is an equal opportunity employer and encourages all qualified candidates to apply, regardless of age, gender, race, disability, ethnicity or other personal characteristics. Women and persons with disabilities are especially encouraged to apply.