

## JOB ADVERTISEMENT HGRK-2024HR01

Haguruka is a non-governmental organization registered under the Rwandan Law. We work towards empowering women and children to claim their rights by improving their access to quality justice across the country. Haguruka was founded in 1991 and has since been at the forefront of the fight for the rights of women and children. Haguruka has its head office in Kigali (the capital city of Rwanda) with regional offices in Northern, Eastern, Southern, and Western provinces of the country. We see our beneficiaries as right holders who are empowered to claim their fundamental rights from duty bearers following relevant international and national legal instruments applicable in Rwanda. Haguruka has a zero-tolerance approach towards sexual exploitation, abuse and harassment.

Haguruka implements programs that address the immediate human right needs of vulnerable women and children while working towards combating Gender-Based Violence (GBV) and promoting gender equality. We apply a right-based approach and a holistic vision of victims' needs.

Our strategic areas of intervention include:

- Organization Capacity Development
- Access to Justice and Psychosocial Support
- Research & Advocacy

With the support from Mott Foundation, **HAGURUKA** seeks to hire **3 (Three)** qualified Rwandan Nationals for the role of “**Legal Officer**”

**The recruited Legal Officers will be based respectively at HAGURUKA-KAYONZA Center-HAGURUKA-NYANZA Center and HAGURUKA-NYAMASHEKE Center Offices** and reporting to the Monitoring and Evaluation Officer.

**The major responsibilities include:**

- ❖ Providing legal aid services to our beneficiaries (Legal advice/Mediation, legal information, /sensitization, Referral)
- ❖ Draft legal bailiff for beneficiaries and submit cases through IECMS system;
- ❖ Accompany clients to different institutions for legal and advocacy purposes;
- ❖ Maintain collaboration with the paralegals working under the area covered by Nyanza Regional Center;
- ❖ Prepare court submissions to clients and other administrative correspondences and legal writings as required by Management;
- ❖ Participate in meetings, workshops, seminars.

### **Required Skills and Qualifications:**

- ❖ Holding a **bachelor degree in law**;
- ❖ Able to prepare legal opinions and briefs;
- ❖ Excellent and strong in reporting;
- ❖ Demonstrated capacity in community mobilization;
- ❖ Self-motivated and able to work with minimum supervision;
- ❖ Excellent written and spoken Kinyarwanda and English;
- ❖ Ability to maintain effective working relations both as a team member and ability to establish priorities and to plan;
- ❖ Be passionate about legal aid services for the poor and vulnerable persons and access to justice in general;
- ❖ Flexibility and ability to perform any other task that is in his/her capacity as may be required by Haguruka management.

**Duration:** 1 Year renewable

### **Submission deadline**

Interested candidates with required skills and competencies are requested to submit their applications addressed to HAGURUKA Executive Secretary at [info@haguruka.org.rw](mailto:info@haguruka.org.rw) .

The applications include a **motivation letter, CVs, Academic documents, and other certificates.**

The applications will be accepted no later than **July 02, 2024 at 17:00** (local time)

### **N.B:**

- Only Candidates with the right qualifications shall be shortlisted and contacted;
- Female candidates are encouraged to apply;
- Incomplete applications shall be rejected
- The successful candidate must be ready to start work immediately

**Commitment to safeguarding policy**

*"Haguruka is committed to Safeguarding its Programs Participants from Exploitation and Abuse and has specific policies on this commitment (including the Code of Conduct) which outlines the expected behavior and the responsibility of all staff, consultants, and other organizational representatives. We will take every reasonable step to ensure that women, children, and vulnerable men are protected and that our staff and members are involved in the delivery of our work. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. Any candidate offered a job by Haguruka will be expected to sign Haguruka's Safeguarding Policies and Code of Conduct as an appendix to their contracts of employment and agree to conduct themselves in accordance with the provisions of these documents"*

Done at Kigali, June 24<sup>th</sup>, 2024



**Ninette UMURERWA**  
National Executive Secretary  
HAGURUKA-NGO

