



# UGANDA HUMAN RIGHTS COMMISSION

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SEC/93/02

April, 2025

## VACANCIES

**1. Job Title:** Administrative Assistant  
**No. of Vacancies:** 2(Two)  
**Salary Scale:** HRC-7  
**Station:** Jinja Regional Office  
Arua Regional Office  
**Reports to:** Principal Human Rights Officer

### Main Purpose of the Job

- Provide Secretarial, Administrative and Office Managerial services.

### Minimum Qualifications, and Experience required

- The applicant must be a Ugandan citizen holding a Diploma or its equivalent in Secretarial Studies from a recognized institution.
- Three (3) years' experience in Secretarial work, or similar experience from a recognized institution
- Proven shorthand and typing ability.
- Adequate knowledge and use of modern office equipment.
- A University Degree is an added advantage.

### Competencies

- Strong written and verbal communication skills.
- Strong organization skills.
- Time management.
- Attention to details.
- Problem solving skills.
- Proficiency in use of technology for example Microsoft Office Word or similar suites including word processors, spreadsheets, scanners, browsers, software and operating systems.
- Ability to work under minimum supervision

### Key functions

- Receiving and guiding clients to relevant offices.
- Attending to telephone calls and directing them to relevant Offices.
- Making and following up on appointments.

- Maintaining office cleanliness and orderliness.
- Managing and accounting for office equipment and materials.
- Managing performance of Office Assistants and other support staff in the Regional Office.
- Taking and transcribing dictation and producing error free work.
- Receiving and disseminating correspondences, mail and other information for the office.
- Maintaining safety of Commission records and data in the Regional office.
- Organizing Regional Office meetings, taking minutes and circulating decisions to the relevant action officers.
- Carrying out any other duties and responsibilities assigned from time to time by the responsible Officer.

## 2. Job Title: Human Rights Officer Investigations

**No. of Vacancies:** 1(one)  
**Salary Scale:** HRC-5UP  
**Stations:** Moyo Field Office  
**Reports to:** Principal Human Rights Officer

### Main Purpose of the Job

- The Human Rights Officer will be responsible for effective and efficient implementation of activities of human rights protection and promotion in the Commission through investigations and civic education.

### Minimum Qualifications and Experience required

- The applicant must be a Ugandan citizen holding an Honors Degree in any of the following disciplines-; Social Work & Social

<ul style="list-style-type: none"> <li>• Administration, Development Studies, Social Sciences, Bachelor of Arts or related field.</li> </ul> <p><b>Competences</b></p> <ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills.</li> <li>• Strong analytical and research skills.</li> <li>• Advocacy skills.</li> <li>• Ability to work independently and in teams.</li> <li>• Good time manager.</li> <li>• Reasonable knowledge of National and International Human rights laws and standards.</li> <li>• Proficiency in use of technology for example Microsoft Office Word, Word Processors, Spreadsheets and Power Point.</li> </ul> <p><b>Key functions</b></p> <ul style="list-style-type: none"> <li>• Facilitating and carrying out systematic investigations of human rights violations in the region.</li> <li>• Participating in mediation and counseling of complainants.</li> <li>• Receiving Complaints and attending to Complainants.</li> <li>• Participating in field activities outside the office environment such as inspection and monitoring visits.</li> <li>• Preparing Progress reports of activities undertaken.</li> <li>• Any other official duties assigned from time to time.</li> </ul> <p><b>3. Job Title: Office Superintendent</b>  <b>No. of Vacancies: 1(one)</b>  <b>Salary Scale: HRC-5UP</b>  <b>Station: Head Office</b>  <b>Reports to: Human Resource and Administrations Manager</b></p> <p><b>Main purpose of the Job</b></p> <ul style="list-style-type: none"> <li>• To supervise and facilitate cleaning of office environment, maintenance and ensure availability of office utilities and consumables.</li> </ul> <p><b>Minimum Qualifications and Experience required</b></p> <ul style="list-style-type: none"> <li>• The applicant must be a Ugandan citizen holding an Honors Degree in Office Management from a recognized Institution, Public Administration, Development Studies, Business Administration and Management.</li> <li>• A minimum of 3(three) years' experience in similar work from a reputable organization.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean track record of testimonials from the previous employers are required.</li> </ul> <p><b>Competences</b></p> <ul style="list-style-type: none"> <li>• Excellent organizational skills.</li> <li>• Ability to make sound decisions.</li> <li>• Proficiency in Microsoft office, particularly Excel, Word and Outlook.</li> <li>• Strong problem solving and analytical skills.</li> <li>• Ability to maintain confidentiality and handle sensitive information.</li> <li>• Good time keeper.</li> <li>• Knowledge of organizational policies.</li> </ul> <p><b>Key functions</b></p> <ul style="list-style-type: none"> <li>• Maintaining office premises, furniture and equipment in good condition.</li> <li>• Coordinating the distribution and use of office equipment and furniture.</li> <li>• Preparing and producing work plans and budgets pertaining to his/her office.</li> <li>• Undertaking follow up on payment for utility bills promptly.</li> <li>• Ensuring that all offices are opened in time, closed and secured at the end of every working day.</li> <li>• Producing periodical reports on maintenance and up keep of buildings.</li> <li>• Supervising Office Assistants.</li> <li>• Keeping and maintaining inventory of issued office equipment and materials.</li> <li>• Coordinating Security of office premises, equipment and vehicles in and around office premises.</li> <li>• Organizing venues for functions held in UHRC premises.</li> <li>• Ensuring safety, Compliance and orderliness.</li> <li>• Carrying out any other duties and responsibilities assigned by the responsible officer from time to time.</li> </ul> <p><b>4. Job title: Driver</b>  <b>No. of Vacancies: 2(two)</b>  <b>Salary Scale: HRC-10UP</b>  <b>Station: Head Office</b>  <b>Reports to: Transport Officer</b></p>
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<p><b>Main Purpose of the Job</b></p> <ul style="list-style-type: none"> <li>To drive and monitor the mechanical condition of the Commission vehicle</li> </ul> <p><b>Minimum Qualifications and Experience required</b></p> <ul style="list-style-type: none"> <li>The applicant must be a Ugandan Citizen holding an Ordinary Level Uganda Certificate of Education(UCE) or its equivalent from a recognized institution.</li> <li>Possession of an Advanced Level Certificate of Education(UACE) or its equivalent from a recognized institution is an added advantage.</li> <li>Holder of a Valid Driver's License with Class-B.</li> <li>Three (3) years' experience working with a reputable organization.</li> <li>Competence Assessment Certificate from Ministry of works and Transport.</li> </ul> <p><b>Competences</b></p> <ul style="list-style-type: none"> <li>Understanding of motor vehicle functionality.</li> <li>Exceptional knowledge of traffic laws and regulations.</li> <li>Adequate knowledge of vehicle maintenance.</li> <li>Capable of working under pressure.</li> <li>Time management skills.</li> <li>Team work.</li> </ul> <p><b>Key functions</b></p> <ul style="list-style-type: none"> <li>Driving the Commission vehicle as instructed in line with the applicable laws, Uganda Human Rights Commission(UHRC) Transport Policy and guidelines.</li> <li>Monitoring and reporting the mechanical condition of the vehicle for proper maintenance.</li> <li>Making sure that the office vehicle is parked in a safe place/designated location.</li> <li>Keeping the office vehicle clean.</li> <li>Ensuring safety of the occupants at all times.</li> </ul> <p><b>5. Job title:</b> Assistant Accountant  <b>No. of Vacancies:</b> 2(two)  <b>Salary Scale:</b> HRC-6  <b>Station:</b> Jinja Regional Office  Fort Portal Regional Office  <b>Reports to:</b> Principal Human Rights Officer</p>	<p><b>Main Purpose of the Job</b></p> <ul style="list-style-type: none"> <li>Preparing books of accounts, budgets, work plans and storage of goods at the Regional Office</li> </ul> <p><b>Minimum Qualifications and Experience required</b></p> <ul style="list-style-type: none"> <li>The applicant must be a Ugandan citizen holding an Honors Degree in Commerce or Business Administration majoring in Accounting</li> <li>The applicant should have at least level two (2) of Professional accounting qualification such as ACCA or CPA.</li> </ul> <p><b>Competences</b></p> <ul style="list-style-type: none"> <li>Organization and strong attention to details.</li> <li>Good written and verbal Communication skills.</li> <li>Active listening and active learning.</li> <li>Decision making.</li> <li>Critical thinking.</li> <li>Good time manager.</li> <li>Team work.</li> <li>Data analysis and ensuring their accuracy</li> <li>Technical proficiency in accounting packages such as Oracle, Excel, Quick books among others.</li> <li>Knowledge of Public Financial Management Systems.</li> </ul> <p><b>Key functions</b></p> <ul style="list-style-type: none"> <li>Preparing books of accounts for both GOU and Donor funds.</li> <li>Preparing monthly, quarterly and annual financial statements /reports.</li> <li>Preparing bank reconciliation statements.</li> <li>Receiving and processing invoices from service providers.</li> <li>Keeping daily stores records.</li> <li>Preparing and submitting of URA monthly returns.</li> <li>Handling confidential matters as prescribed.</li> <li>Budgeting and forecasting for the Regional Office.</li> <li>Preparing monthly procurement reports at the Regional Office.</li> <li>Any other official duties that may be assigned by a responsible officer from time to time.</li> </ul>
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<p><b>6. Job Title:</b> Assistant Records Officer  <b>No. of Vacancies:</b> 1(one)  <b>Salary Scale:</b> HRC-6  <b>Station:</b> Head Office  <b>Reports to:</b> Senior Records Officer</p> <p><b>Main Purpose of the Job</b></p> <ul style="list-style-type: none"> <li>Receiving, registering, classifying, moving and routing records received and dispatched in the Commission.</li> </ul> <p><b>Minimum Qualifications and Experience required</b></p> <ul style="list-style-type: none"> <li>The applicant must be a Ugandan holding an Honors Degree in Library and Information Science or in Records and Achieves Management from a recognized institution.</li> <li>At least three (3) years working experience in Information and Records Management in a reputable organization</li> </ul> <p><b>Competences</b></p> <ul style="list-style-type: none"> <li>Strong organizational skills.</li> <li>Attention to detail.</li> <li>Ability to manage and maintain records.</li> <li>Knowledge of data protection and regulations.</li> <li>Excellent communication skills.</li> <li>Proficiency in Computer software and database management.</li> <li>Knowledge of information management principles and practices.</li> <li>Good time management.</li> <li>Team work.</li> </ul> <p><b>Key functions</b></p> <ul style="list-style-type: none"> <li>Receiving, registering and classifying records.</li> <li>Opening files for keeping classified information and closing when due.</li> <li>Routing information and mails to officers responsible for action.</li> <li>Auditing records and record systems periodically.</li> <li>Organizing and administering information in the Central Registry.</li> <li>Handling confidential matters as prescribed.</li> </ul>	<p><b>Main Purpose of the Job</b></p> <ul style="list-style-type: none"> <li>To coordinate and implement Human Rights Research, Civic Education and Documentations activities at the Regional Level</li> </ul> <p><b>Qualification &amp; Work Experience:</b></p> <ul style="list-style-type: none"> <li>The applicant must be a Ugandan citizen holding an Honors Degree in Education, Social Work and Social Administration, Public Administration and Management, Law, Arts and Development Studies.</li> <li>A Post Graduate Diploma in any of the following fields would be an added advantage: Human Rights, Social sciences, Social work and social administration, Education, Law, Arts and Development Studies.</li> <li>Two years' experience in the relevant field from a reputable organization.</li> </ul> <p><b>Competences</b></p> <ul style="list-style-type: none"> <li>Strong communication and interpersonal skills.</li> <li>Strong analytical and research skills.</li> <li>Advocacy skills.</li> <li>Ability to work independently and in teams</li> <li>Good time management.</li> <li>Reasonable knowledge of National and International Human Rights laws and standards.</li> <li>Proficiency in use of technology for example Microsoft Office Word, Word Processors, Spreadsheets and Power Point.</li> </ul> <p><b>Key functions</b></p> <ul style="list-style-type: none"> <li>Conducting civic education activities such as community barazas, road shows, media programs, workshops and dialogues at the regional level.</li> <li>Preparing and ensuring the implementation of the regional annual budgets, work plans and scheduling implementation of planned activities.</li> <li>Writing well researched papers for workshops convened by the regional office and for the Commission as assigned.</li> <li>Preparing activity reports and accountabilities subsequent to workshops, dialogues, media programs and community barazas and any other civic education activity conducted by the Regional office.</li> </ul>
<p><b>7. Job Title:</b> Human Rights Officer-Education  <b>No. of Vacancies:</b> 1(one)  <b>Salary Scale:</b> HRC-5(UP)  <b>Station:</b> Masaka Regional Officer  <b>Reports to:</b> Principal Human Rights Officer</p>	

<ul style="list-style-type: none"> <li>• Keeping pace with the latest innovations under civic education and research for the enrichment of the Commission's human rights and civic education function.</li> <li>• Maintaining a database of all presentations made at workshops/trainings by the regional office.</li> <li>• Conducting research as assigned and at your own initiative on pertinent human rights issues within the jurisdiction of your regional office.</li> <li>• Identifying pertinent human rights issues and areas for research by the Commission.</li> <li>• Ensuring the compilation and timely submission of monthly, quarterly and annual reports detailing the Regional Office's activities.</li> <li>• Ensure an updated inventory of the Commission's key stakeholders in civic education delivery at the regional level.</li> <li>• Working closely with the Librarian to identify human rights materials, journals and books to be purchased for the library at the regional office.</li> <li>• Perform any other duties as may be assigned.</li> </ul> <p><b>8. Job Title:</b> Assistant Planner  <b>No. of Vacancies:</b> 1(one)  <b>Salary Scale:</b> HRC-6  <b>Station:</b> Head Office  <b>Reports to:</b> Commission Planner</p> <p><b>Main Purpose of the Job</b></p> <ul style="list-style-type: none"> <li>• To collect, analyze and process statistical data and information to help in the planning, budgeting and policy development.</li> </ul> <p><b>Minimum Qualifications and Experience required</b></p> <ul style="list-style-type: none"> <li>• The applicant must be a Ugandan citizen holding an Honors Degree in Economics, Statistics, Quantitative Economics, Economics/Statistics from a recognized Institution.</li> </ul> <p><b>Key competences</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Computer Based Applications.</li> <li>• Planning, organizing and coordinating.</li> <li>• Records and information management.</li> <li>• Report writing.</li> <li>• Effective communication.</li> <li>• Good time manager.</li> </ul>	<p><b>Key Functions</b></p> <ul style="list-style-type: none"> <li>• Developing and maintaining a sound databank for the Commission.</li> <li>• Supporting the undertaking of baseline surveys and research.</li> <li>• Supporting the preparation of annual work plans, budgets and performance reports.</li> <li>• Collecting and preparing Annual Statistical Abstracts including trends analyses of human rights data in the country.</li> <li>• Supporting innovations that add value to the Commission's operations.</li> <li>• Provide planning and budgeting technical support for projects implemented by the Commission.</li> </ul> <p><b>9. Job Title:</b> Tribunal Clerk  <b>No. of Vacancies:</b> 1(one)  <b>Salary Scale:</b> HRC-6  <b>Station:</b> Head Office  <b>Reports to:</b> Director, Complaints, Investigations and Legal Services</p> <p><b>Main Purpose of the Job</b></p> <ul style="list-style-type: none"> <li>• To provide efficient <b>procedural support</b> for the smooth running and functioning of the Commission tribunal.</li> </ul> <p><b>Minimum Qualifications and Experience required</b></p> <ul style="list-style-type: none"> <li>• The applicant must be a Ugandan citizen holding a Degree in Law from a recognised academic institution.</li> <li>• At least two (2) years of experience as a legal clerk in a reputable institution or law firm.</li> <li>• Licenced process server will be an added advantage</li> </ul> <p><b>Key competences</b></p> <ul style="list-style-type: none"> <li>• Good time manager.</li> <li>• Basic understanding of legal terminology and procedures and familiarity with legal documents and court processes.</li> <li>• Excellent organizational skills so as to manage and maintain legal documents, records, and storage.</li> </ul>
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<ul style="list-style-type: none"> <li>• Proficiency in computer skills specifically Microsoft Office Word software, including word processing, spreadsheet, and presentation tools.</li> <li>• Familiarity with legal research databases.</li> <li>• Strong written and verbal and written communication skills.</li> <li>• Skills to interact professionally with complainants, staff, and other stakeholders.</li> <li>• Ability to adapt to changing priorities and tasks as needed by the supervisor.</li> <li>• Strong commitment to maintaining confidentiality and safety of files and correspondences in your custody.</li> </ul> <p><b>Key Functions</b></p> <ul style="list-style-type: none"> <li>• To record all files received from or sent out to regions and all files assigned to staff in the Directorate.</li> <li>• Conducting Process Service of different correspondences and summons.</li> <li>• To promptly provide an update of the status of all files with in his or her custody.</li> <li>• To ensure that an approved cause list is effectively served to all relevant external stake holders.</li> <li>• To receive and prepare parties before or during Tribunal hearings and Mediations.</li> <li>• To ensure that before witnesses give evidence before the Tribunal, they take an Oath.</li> <li>• To act as an interpreter in proceedings before the Tribunal, where necessary and if called upon by the Hearing Panel.</li> <li>• To ensure proper filling of different correspondences on respective files under his or her custody.</li> <li>• Draft and prepare in absence of the registrar clearance letters, orders and certificate of orders to relevant offices.</li> <li>• To be the custodian of all files that have been disposed off or at any other stage in complaints management process.</li> </ul>	<p><b>10. Job Title:</b>           <b>Human Rights Officer- Legal</b></p> <p><b>No. of Vacancies:</b> <b>1(one)</b></p> <p><b>Salary Scale:</b>       <b>HRC-5UP</b></p> <p><b>Station:</b>           <b>Mbarara Regional Office</b></p> <p><b>Reports to:</b>       <b>Principal Human Rights Officer</b></p> <p><b>Main Purpose of the job</b></p> <ul style="list-style-type: none"> <li>• Providing legal services to the Commission</li> </ul> <p><b>Minimum Qualifications, and Experience required</b></p> <ul style="list-style-type: none"> <li>• The applicants must be a Ugandan citizen holding a Bachelor’s Degree in Law from a recognized Institution</li> <li>• Must hold a Post Graduate Diploma in Legal Practice</li> <li>• Must be enrolled as an advocate of the High Court of Uganda</li> </ul> <p><b>Competences</b></p> <ul style="list-style-type: none"> <li>• Good communication, report writing and sensitization skills</li> <li>• Good moral character and integrity</li> <li>• Good listening skills</li> <li>• Good time manager</li> <li>• Ability to work independently</li> <li>• Concern for quality standards and good analytical skills</li> <li>• Proficiency in use of technology for example Microsoft Office Word, Word Processors, Spreadsheets and Power Point</li> </ul> <p><b>Key duties/functions</b></p> <ul style="list-style-type: none"> <li>• Writing legal opinions</li> <li>• Drafting correspondences</li> <li>• Litigating complaints before the Commission</li> <li>• Mediating complaints</li> <li>• Providing legal advice to complainants</li> <li>• Compiling progress reports</li> <li>• Conducting legal and human rights research</li> <li>• Participating in field activities outside the office environment such as inspection and monitoring visits</li> <li>• Any other duties that may be assigned from time to time</li> </ul>
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**11. Job Title:** Assistant Administrator  
**No. of Vacancies:** 1(one)  
**Salary Scale:** HRC-5LWR  
**Station:** Head Office  
**Reports to:** Director, Finance and Administration

**Main Purpose of the Job**

- Provide Secretarial, Administrative and Office Managerial services.

**Minimum Qualifications, and Experience required**

- The applicant must be a Ugandan citizen holding a Honors Degree or its equivalent in Secretarial Studies from a recognized institution.
- Three (4) years' experience in Secretarial work, or similar experience from a recognized institution
- Proven shorthand and typing ability.
- Adequate knowledge and use of modern office equipment.

**Competencies**

- Strong written and verbal communication skills.
- Strong organization skills.
- Good time manager.
- Attention to details.
- Proficiency in use of technology for example Microsoft Office Word or similar suites including word processors, spreadsheets, scanners, browsers, software and operating systems.
- Ability to work under minimum supervision

**Key Functions**

- Receiving and guiding clients to relevant offices.
- Attending to telephone calls and directing them to relevant Offices.
- Making and following up on appointments.
- Maintaining office cleanliness and orderliness.
- Managing and accounting for office equipment and materials.
- Taking and transcribing dictation and producing error free work.
- Receiving and disseminating correspondences, mail and other information for the office.
- Carrying out any other duties assigned from time to time by the responsible officer.

**HOW TO APPLY:**

Two copies of application letters with passport photos attached, curriculum vitae and photocopies of certified academic documents including two (2) referees (one of whom must be your current employer) with reliable telephone/email address.

Applications should be addressed to the Secretary, Uganda Human Rights Commission and will be received within two weeks from the date of this advertisement.

Only shortlisted candidates will be contacted through their telephone contacts or emails provided.

The successful candidate for the above posts will be appointed for a One (1) year contract renewable subject to satisfactory performance.

Applications should be sent to the following address;

**The Secretary to the Commission**  
**Uganda Human Rights Commission**  
**P.O. BOX 4929, Kampala**  
**Plot 19, Lumumba Avenue, Rume Building**