

ELOI MINISTRIES



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JOB DESCRIPTION

Job Title: Program Officer-Access to Justice

Organization: Eternal Life Organization International Ministries (ELOIM)

Location: ELOIM Head Office, Kampala – Uganda

Contract: Full time volunteer with minimal facilitation.

Back ground:

Eternal Life Organization International Ministries (ELOIM) is a dedicated group of passionate individuals committed to making a positive impact in African communities of Uganda.

We are a not for profit organization, non-political and do not require our beneficiaries to subscribe to any specific religion in order to benefit from our programs.

Our mission is to improve access to essential resources and services through our various programs and initiatives in Uganda.

The **mission** of the organization is “Empowering Ugandan communities by providing access to improved healthcare, education, justice, and environmental sustainability with love, care and compassion.

ELOI Ministries **envisions** “A vibrant Uganda where every individual thrives in body, mind, and spirit, with access to quality healthcare, education, justice, and a sustainable environment.”

We believe that every individual deserves access to these basic necessities, and we are committed to providing them to those in need. By partnering with local communities in Uganda, healthcare providers, educational institutions, and justice systems, we ensure that people receive quality resources and care.

VISIT OUR USA MISSION

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Position Overview:

We are seeking a dedicated and dynamic Program Officer to lead and manage our Access to Justice and Community Reintegration initiatives. The successful candidate will play a pivotal role in developing, implementing, and overseeing programs that promote equitable access to legal services and support the successful reintegration of individuals into their communities. The Program Officer will collaborate with diverse stakeholders, oversee project activities, and contribute to strategic planning for the organization's mission.

Key Duties and Responsibilities:

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- **Program Development and Implementation**
 - Plan and implement access-to-justice initiatives in alignment with ELOI Ministries' strategic objectives.
 - Conduct needs assessments to identify justice gaps and target groups for intervention.
 - Develop program work plans, budgets, and activity schedules in collaboration with the Programs Manager.
 - **Community Engagement and Advocacy**
 - Facilitate legal awareness campaigns, workshops, and training sessions on rights and justice mechanisms.
 - Engage with community leaders, paralegals, and local authorities to foster sustainable justice solutions.
 - Advocate for policy changes and reforms that improve access to justice at the local and national levels.
 - Ensure compliance with donor requirements and organizational policies in program implementation.
 - **Partnership Building**
 - Build and maintain partnerships with legal aid organizations, government bodies, and civil society groups.
 - Represent ELOI Ministries in stakeholder meetings and forums.
 - Identify opportunities for collaboration to enhance program reach and impact.
 - **Monitoring, Evaluation, and Reporting**
 - Track program activities, outcomes, and impacts using appropriate M&E tools.

- Prepare detailed reports on program progress, challenges, and success stories for internal and external stakeholders.
- Analyze program data, prepare reports, and make evidence-based recommendations for program improvements

➤ **Resource Mobilization**

- Identify funding opportunities, potential donors, prepare grant proposals and actively participate in fundraising efforts to secure financial resources for program sustainability and expansion.
- Develop high-quality funding proposals and concept notes in collaboration with the Resource Mobilization team.
- Build relationships with donors, partners, and stakeholders to secure financial and in-kind support.

➤ **Project Oversight:**

- Develop detailed project plans, budgets, and timelines for program activities.
- Monitor and supervise project implementation, ensuring that activities are on track, deliverables are met, and resources are effectively utilized.

➤ **Capacity Building:**

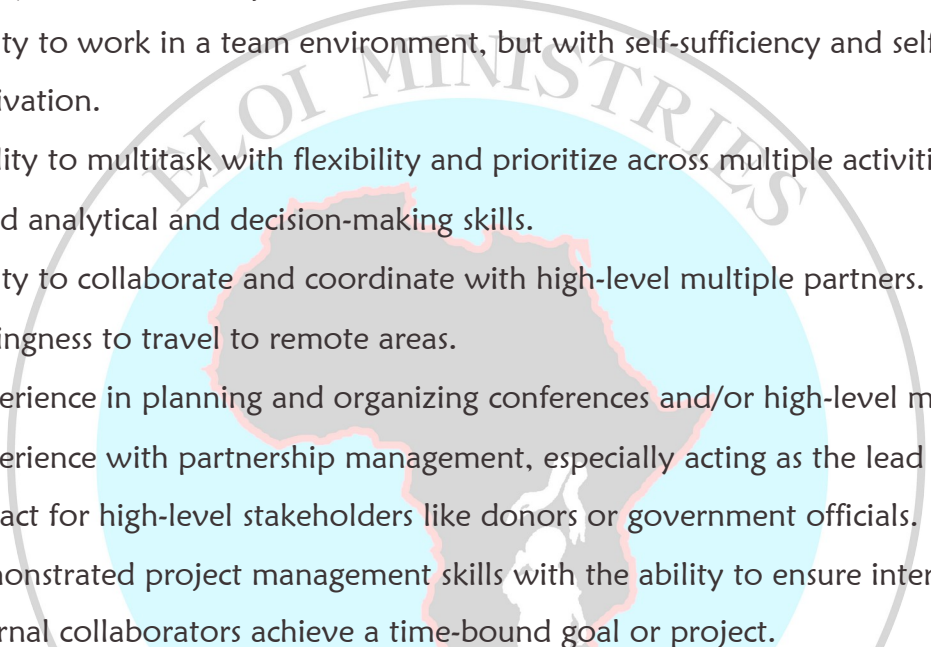
- Provide guidance, training, and support to program staff and partners to enhance their understanding of access to justice and community reintegration

Qualifications

- Bachelor's degree in Law, Social Work, Human Rights, or a related field.
- At least 3 years of experience in access to justice, legal aid, or human rights programming.
- Possession of any vocational skill and an added advantage.

Skills and Experience

- Proficiency in Microsoft office applications.
- Strong understanding of legal systems and human rights frameworks.
- Excellent project management and organizational skills.
- Proven ability to build and maintain relationships with diverse stakeholders.
- Excellent communication, advocacy, and public speaking skills.

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- Experience in facilitating workshops, training, or health education sessions within communities.
 - Experience in drafting external-facing documents, including concept notes, reports, articles, and/or correspondence.
 - Prior experience in conducting research, including a literature review and report writing.
 - Ability to work under pressure and meet deadlines.
 - Ability to work in a team environment, but with self-sufficiency and self-motivation.
 - Ability to multitask with flexibility and prioritize across multiple activities.
 - Good analytical and decision-making skills.
 - Ability to collaborate and coordinate with high-level multiple partners.
 - Willingness to travel to remote areas.
 - Experience in planning and organizing conferences and/or high-level meetings.
 - Experience with partnership management, especially acting as the lead point of contact for high-level stakeholders like donors or government officials.
 - Demonstrated project management skills with the ability to ensure internal and external collaborators achieve a time-bound goal or project.

NOTE:

This job description is not exhaustive, and other duties may be determined from time to time by the Executive Director, concomitant with the role and general responsibilities of this post. The duties of this post may be changed.