TERMS OF REFERENCE
Advocacy and Legal Advice Centre Intern

Position title: Advocacy and Legal Advice Centre Intern
Minimum period of commitment: 1 month
Application deadline: 1700 hrs. April 16, 2015
Location: Male', Maldives

1. Organizational background

Transparency Maldives is a non-partisan organization that endeavors to be a constructive force in society by promoting collaboration and discussion on corruption, transparency, and accountability. Our organization seeks to engage with stakeholders from all sectors (government, business, political and civil society, among others) to raise awareness of corruption's detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people.

Transparency Maldives received formal government registration in 2007, and is the National Contact of Transparency International (TI) in the Maldives.

2. Position summary

We encourage applications from motivated young people to serve as interns at the Advocacy and Legal Advice Centre (ALAC) at Transparency Maldives. The purpose of the internship is to provide an opportunity for individuals to substantively contribute to and learn from our work. The intern will be given specific tasks and responsibilities and will be challenged to develop their capabilities and gain experience. The intern is expected to be flexible and to take part in various activities at the office and sometimes in the field.

I. Requirements

We are looking for interns who are committed, hard-working, positive, open-minded and willing to learn. Interns should be able to demonstrate good computer skills and ability to communicate fluently with clients and institutions. Law students or persons with a background in legal work/familiarity with legal concepts is highly desirable.

II. Key tasks

- Update the ALAC's case database
- Follow up on pending cases with clients and appropriate authorities
- Get feedback from clients on ALAC's work
- Assist in organising outreach activities

III. Benefits

The intern will have the opportunity to develop research, administrative, communication and project implementation skills through work based learning.

Transparency Maldives does not pay any remuneration to its interns. A letter of reference will be provided upon request.

3. **Application procedure**

Send mail to ahid.rasheed@transparencymaldives.org before the closing date, clearly stating why you are interested and suitable for the post and an updated curriculum vitae with your contact details.

Please contact Project Coordinator, Ahid Rasheed (phone: 3304017, email: ahid.rasheed@transparencymaldives.org) for any inquiries.