

JOB VACANCY ANNOUNCEMENT

ALAC Legal Assistant

Job Title: ALAC Legal Assistant (fulltime)

Location: Male', Maldives with occasional travel

Remuneration: Negotiable, depending on experience and qualifications

Start date: Immediate

I. Organizational Background

Transparency Maldives (TM) is a nonpolitical 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, politics 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.

I. Position Summary

The ALAC Legal Assistant will be a core member of Transparency Maldives and will be part of TMs Advocacy and Legal Advice Centre (ALAC). ALAC is a center TM has been running since 2012 providing legal advice to victims and witnesses of corruption and human rights violation. As part of ALAC, the ALAC Legal Assistant will be required to travel across the country to conduct mobile legal aid clinics, delivering trainings on anti-corruption, and work in collaboration with various projects in TM to mainstream anti-corruption and good governance standards.

I. Key Roles and Responsibilities

- Ensure smooth operation of the legal advice hotline
- Assist clients in preparation of their complaints
- Organize consultations with stakeholders
- Organize community forums and mobile legal aid clinics
- Collaborate with team members to organize anti-corruption conferences/seminars
- Research and undertake reviews of anticorruption policies/laws
- Develop training materials on good governance
- Deliver training sessions
- Present papers at conferences/seminars
- Collect data for monitoring and evaluation of the project activities based on set indicators, and prepare reports for the donor and senior management
- Network and build partnership with relevant stakeholders.
- Draft press advisories, press releases, coordinate interviews, monitor media coverage, coordinate responses to journalists' inquiries and media requests in close collaboration with the project team and the Executive Director.

- Prepare communication and promotional multi-media materials relevant to ALAC's work
- Collate information relating to corruption and good governance in the Maldives and keep informed of developments and trends in the field.
- Represent TM at media engagements when required.

Key Attributes:

Required

- A high level of personal integrity
- LLB/First degree in law
- 1-year work experience
- Excellent written and oral communications skills in both Dhivehi and English
- Strong interpersonal skills and the ability to collaborate and work within a team
- Diligence, ability to pay attention to detail
- Strong commitment to Transparency Maldives' and Transparency International's values and standards
- Proven record of ability to take initiative to develop and complete tasks
- Ability to establish priorities, work independently, and proceed with objectives without supervision

Desired

- LLB/Master's in Law
- Previous experience in legal research
- Experience of project management
- Experience of working with high level stakeholders

Closing date for applications: Wednesday 13 March 2019

Duration of Contract: An initial fixed-term contract of 10 months (with a three month probation period) with the possibility of extension depending on performance.

Application and selection procedures:

Please e-mail the following documents addressed to Ms. Mariyam Shiuna, Executive Director to office@transparencymaldives.org. Only short-listed candidates will be contacted for interviews. Interviews are expected to take place on Thursday 14 March 2019

- Covering letter explaining your suitability for the role
- Recent curriculum vitae
- Names and contact details of two referees