

JOB VACANCY ANNOUNCEMENT

LEGAL OFFICER

Job Title: Legal Officer (full- time)

Location: Male', Maldives with occasional travel

Duration of Contract: one year contract with possibility of extension

Remuneration: Negotiable, depending on experience and qualification

Start Date: 1 June 2020

I. Organizational Background

Transparency Maldives is a non-political 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 Chapter of Transparency International (TI) in the Maldives.

II. Position Summary

The Legal Officer will be a core member of Transparency Maldives, and will support the implementation of a project focussed on enabling SMEs, entrepreneurs, and CSOs to cooperatively advocate for transparent, inclusive, and productive economic policies. The Project Coordinator will be responsible for the development and implementation of the project components, liaising with stakeholders, and will work with the project team to ensure all activities are implemented effectively.

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 within TM that provides legal advice to victims and witnesses of corruption and human rights violation, including whistleblowers. As part of ALAC, the Legal Officer shall be required to travel across the country to conduct mobile legal aid clinics, delivering trainings on anti-corruption and good governance, and work in collaboration with various projects in TM to mainstream anti-corruption and good governance standards.

III. Key Roles and Responsibilities

a) Project coordination

- Provide legal advice to ALAC clients
- Ensure smooth operation of the legal advice hotline
- Assist clients in preparation of their complaints
- Organise consultations with stakeholders
- Organise community forums and mobile legal advice clinics
- Collaborate with team members to organize anti-corruption conferences/seminars
- Develop training materials on anti-corruption and 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 partnerships with relevant stakeholders
- Prepare communication and promotional multi-media materials relevant to ALAC's work

b) Research and advocacy

- Research and undertake reviews of anti-corruption policies/laws
- 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 senior management.
- 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

c) Organizational

- Maintain a filing system for the relevant project and all communication related documents.
- Assist in recruitment and supervision of volunteers, interns and temporary staff assisting with administrative/project activities.
- Keep updated on relevant trends on the issues relevant to TM, particularly focusing on corruption and good governance.
- Assist other project teams where assistance is required.
- Travel to islands when requested to conduct workshops, and international events/seminars when requested.
- Cover the work of absent colleagues as necessary and undertake other duties as may reasonably be expected to support the organization.

d) General Responsibilities

- As an employee of TM, adhere to TMs Code of Ethics, Social Media Policy, Conflict of Interest Policy and Attendance and Leave Policy at all times.
- Adhere to TMs Procurement and Financial Policies in all project implementation.
- Work in accordance with confidentiality rules practiced at TM.

IV. Key Attributes

a) Required

- Bachelor of Laws degree
- High level of integrity and professionalism
- Strong interpersonal skills, including ability to work independently and as part of a team.
- Enthusiasm and initiative to develop and complete tasks
- Proactive, detail oriented, highly organized, and problem-solving mindset.
- Ability to work under pressure to meet tight deadlines and work long hours when required.
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Good knowledge of MS Office (in particular Word, Excel and PowerPoint).
- Ability to handle confidential information.
- Professional language proficiency (written and spoken) in both Dhivehi and English.
- Commitment to the values and standards of Transparency Maldives and Transparency International.

b) Desirable

- Master of Laws degree
- 1+ year of relevant legal experience with an NGO or in private practice
- Strong research and writing skills.
- Good knowledge of political context and governance issues in the Maldives.
- Knowledge and experience of working with non-governmental organizations.

V. What We Offer

- The opportunity to become part of the global movement against corruption and make a positive contribution in the field of transparency and accountability working on a wide range of relevant and challenging issues.
- A role with a purpose, working in a team of engaged and enthusiastic colleagues and experts in the field of anti-corruption and driven and united by the desire to fight corruption and achieve significant and largescale impact.
- A stimulating, dynamic, friendly and flexible working environment.
- A high degree of collaboration and autonomy in an organization that prioritizes well-being of employees.

Closing date for applications: Sunday, 17 May 2020

Application and selection procedures:

Applicants should send the following documents, with your name and the position applied in the subject line, to jobs@transparency.mv.

- Cover letter explaining how you meet the requirements of the role (2 pages max).
- Recent CV (2 pages max), with details of relevant experience.
- Names and contact details of two referees.

Only short-listed candidates will be contacted for interviews.

Transparency Maldives is an equal opportunity employer. Selection of staff is made on a competitive basis, and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression, marital or family status, age or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.