

JOB VACANCY
SENIOR LEGAL COORDINATOR

Job Title: Senior Legal Coordinator

No. of positions: 1

Location: Male', Maldives with occasional travel

Duration of Contract: Initial fixed-term contract of 1 year (including a 3-month probation period) with the possibility of extension

Remuneration: MVR 20,470 - 21,650 (take-home)

Start Date: Immediate

Job posting date: 24 May 2023

Closing date: 04 June 2023 before 4pm (Male' time)

1. Organizational Background

Transparency Maldives is a non-political organization that endeavours 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.

2. Position Summary

The Legal Coordinator will be a core member of Transparency Maldives and will be an part of Advocacy and Legal Advice Centre (ALAC) and Transparency International Indo-Pacific Partnership for Strong, Transparent, Responsive & Open Networks for Good Governance (TI IPP STRONGG) Project. The Legal Coordinator will support the Governance Manager in developing and implementing ALAC and STRONGG program activities, liaising with stakeholders, and will work with the project team to ensure all activities are implemented effectively. The Legal Coordinator is also expected to support the legal and governance function of TM and provide legal support to other projects of TM. This position is open to Maldivian locals only.

3. Key Roles and Responsibilities

1. ALAC Support

- Manage and operate the legal advice centre, including but not limited to providing legal advice to victims or witnesses of corruption and migrant workers, operating the legal advice hotline, supporting clients in preparation for their complaints.
- Maintaining a log of all ALAC clients and progresses made.
- Under the advise of the Governance Manager, support and coordinate work of pro bono lawyers who support the ALAC team.
- Organize consultations with stakeholders.
- Organize community forums, ALAC camps and mobile legal advice clinics.
- Ensure the completion of the UNCAC shadow report.
- Carry our advocacy and awareness of ALAC support activities, including through media.

II. Project Management

- Implementation of ALAC and STRONGG project activities.
- Prepare workplans budgets and project updates.
- Collect data for monitoring and evaluation of the project activities based on set indicators.
- Prepare reports for the donor and senior management.
- Network and build partnerships with relevant stakeholders.
- Collaborate with team members to organize anti-corruption workshops/ conferences/seminars.
- In collaboration with team members, deliver training sessions on anti-corruption efforts of TM including promotion of rights to information, whistleblower protection and asset declaration.
- Draft Terms of reference for project related research/consultancies or human resource needs.
- Network and build partnerships with relevant stakeholders.
- Collaborate with other projects in TM to mainstream anti-corruption and good governance standards.

III. Research and advocacy

- Undertake research, reporting and translation for the ALAC work as needed.
- Prepare and present papers at conferences/seminars related to project.
- Develop concepts, research plans and materials for conferences, panel discussions, webinars and regional workshops on project specific and organizational advocacy work.
- Prepare communication and promotional multi-media materials relevant to project work.

IV. Organizational

- Provide legal support and advice to TM including drafting and reviewing organizational policies, contracts and agreements, and support TM in reviewing applicable laws/regulations.
- Support the management in reviewing and commenting on draft bills, regulations and policies related to TM's work on regulatory reform, and advocacy for advocate for transparent, inclusive, and productive socio economic policies.
- Keep updated on relevant trends on the issues relevant to TM, particularly focusing on corruption, good governance, human rights and social issues.
- Supervise work of volunteers, interns and temporary staff assisting with project activities.
- Assist communications team with drafting social media messaging, press statements, and attend to translation work.
- 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.

V. General Responsibilities

- As an employee of TM, adhere to TM's Code of Conduct and all HR policies.
- Adhere to TM's procurement and financial policies in all project implementation.
- Work in accordance with confidentiality rules practiced at TM.

4. Key Attributes

i. Requirements

- Bachelor's degree in Law with over 3 years' work experience, with at least 2 years of experience in legal sector post graduation.
- Excellent interpersonal skills, including ability to work independently and as part of a team.
- Proactive, detail oriented, highly organized, and problem-solving mindset.
- Ability to work under pressure to meet tight deadlines and work long hours when required.
- 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.
- Be willing and able to meet tight deadlines and work long hours as and when required.
- Strong commitment to Transparency Maldives' and Transparency International's values and standards.
- General understanding and knowledge of political context, governance and human rights issues including workers and migrant worker rights in the Maldives.

ii. Desired

- Master's degree in law with 5 years' work experience.
- Knowledge on local and international human rights and anti-corruption conventions and laws,
- Knowledge on emerging trends/threats in counter-terrorism, radicalization, violent extremism, or social violence.
- Good knowledge of gender mainstreaming concepts, tools and approaches.

Closing date for applications: 04 June 2023 (Sunday) before 4pm (Male' time)

5. Application and selection procedures:

- Please e-mail the following documents addressed to the executive Director to jobs@transparency.mv or apply via our website <https://transparency.mv/jobs/>
 - ✓ Curriculum Vitae
 - ✓ Completed job application form (Form can be downloaded from Transparency Maldives website <https://transparency.mv/job-application-form/>)
 - ✓ Educational Certificates (If a certificate is not available, course completion letter from University/College/Institution or transcript may be submitted instead)
 - ✓ Employment reference letters.
- All the documents must be in PDF format.

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.