

## **Job Announcement**

### **Advocacy and Legal Advice Centres (ALACs) Lawyer**

#### **Position Summary:**

Transparency Maldives is the local contact of Transparency International (TI), the global coalition against corruption with locally established national chapters in over 90 countries.

Transparency Maldives is looking for a suitable candidate to fill the position of:

#### **Advocacy and Legal Advice Centre (ALAC) Lawyer**

ALACs reject the notion that people are apathetic in the face of corruption. Rather, they demonstrate that they will become involved in the fight against corruption when they are provided with *simple, credible* and *viable* mechanisms for doing so. The ALACs:

- Provide legal advice and assistance to victims or witnesses of corruption
- Help citizens pursue corruption-related complaints and
- Undertake advocacy for broader reform.

The position is responsible for the effective management of the ALAC.

#### **Specific Objectives and Responsibilities:**

1. Provide quality legal advice to citizens to help them pursue their corruption related complaints
  - Provide ALAC clients with quality advice and assistance in accordance with established legal practices and ALAC mandate
  - Proactively follow-up cases with clients and appropriate authorities
2. Develop effective case management systems and procedures
  - Design and update standardised, written protocols for provision of legal advice by ALAC staff
  - Ensure coherent and consistent approach to documentation and data management of ALAC cases
3. Establish internal review mechanisms to ensure the quality of legal assistance provided to clients
  - Hold regular meetings with colleagues to discuss cases and find solutions
  - Develop and implement client feedback mechanisms

4. Ensure professional and service oriented approach to prospective clients contacting the ALAC

- Oversee the recruitment, supervision and training of hotline operators
- Ensure hotline operators (and all ALAC staff) treat client information and data in total confidence

5. Support ALAC advocacy efforts to use individual cases to bring about systematic change

- Ensure ALAC staff are aware of cases which might be useful for broader advocacy efforts
- Assist in policy analysis and recommendations of ALAC advocacy themes

**Minimum Requirements:**

- Qualified lawyer or appropriate legal practitioner
- At least 1 year work providing legal services and advice
- Management and/ or NGO experience (preferable)
- Excellent organisational skills
- Fluent in English and Dhivehi (highly preferable)
- Good knowledge of computer applications

**Remunerations and Contract Details:**

- The initial contract will be for 12 months with possible extension.
- Monthly salary: Negotiable depending on qualification and experience.

Application for deadline is 25<sup>th</sup> December 2011. Applications with CV, copies of academic certificates, recommendation letters and copy of National Identity Card should be submitted in a sealed envelope to Executive Director, Transparency Maldives, M.F Building, 7<sup>th</sup> Floor, Chaandhanee Magu, Male', Maldives.

Short-listed candidates will be called upon for an interview. Transparency Maldives will only be able to respond to those applicants in whom there is further interest.