

## **Job Announcement**

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

#### **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 invites qualified and interested candidates to apply for the post of:

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

Under the supervision and guidance of ALACs Lawyer, the Legal Assistant works for the Advocacy and Legal Advice Centres (ALACs) to provide victims of corruption and concerned citizen groups in finding solutions for their complaints and grievances.

#### **Summary of Key Functions:**

- Scrutinize clients seeking legal advice
- Ensure smooth operation of legal advice hotline
- Maintain database
- Do legal research for lawyer
- Assist clients in preparation of their complaints
- Assist lawyer in preparation of letters and other documents on behalf of clients

#### **Minimum Requirements:**

- A diploma in Law or completion of one year of Law School or a degree in related field.

#### **Remuneration 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.