



Education, Empowerment and Access to Justice for Women and Girls

Deputy Director & Legal Officer Job Description

PURPOSE OF THIS JOB DESCRIPTION

The primary purpose of this document is to ensure the Deputy Director & Legal Officer (LO) is clear about the role and to give detailed guidance about the responsibilities. This document also provides the basis upon which the LO will be accountable to the Executive Director and AdvocAid in terms of performance and specific agreed annual deliverables.

RELATED DOCUMENTS

In addition to the information provided in this Job Description, the LO will be guided in her work by the following documents and further plans/strategies/adaptations, as well as by the changing context and needs of AdvocAid's beneficiaries and stakeholders:

- AdvocAid current Strategic Plan;
- Financial Manual;
- Sierra Leone Legal Aid Act 2012;
- Annual organisational work plans and budgets;
- Donor funding contracts and agreements;
- LO annual deliverables;
- Terms and Conditions for the position as set out in the LO Contract.

OVERALL PURPOSE OF THE ROLE

The Deputy Director & Legal Officer will provide legal representation to AdvocAid's clients primarily in Freetown and supervise our legal aid staff across the country. The successful candidate will be based in our head office in Freetown but will be expected to travel to our other areas of operation to handle urgent cases and monitor the work of the legal aid staff. She will also be required to file timely appeals and will assist the Executive Director in the leadership and management of the organisation.

SPECIFIC ROLES AND RESPONSIBILITIES

Legal & Advocacy Programme Staff Management and Development

- The LO will be responsible for direct management of AdvocAid's legal aid work and staff.
- Assisting the Executive Director in the recruitment of new legal aid staff and interns/ volunteers as well as drafting/renewing contracts
- Supervision, monitoring and liaison with all AdvocAid's Duty Counsels, contracted lawyers, paralegals and legal volunteers across the country
- Supervision, implementation and assessment of AdvocAid's Case Management system
- Designing and conducting internal legal trainings
- Facilitating weekly as well as ad hoc legal review meetings

Legal & Advocacy Programme Design and Management

- Assisting the Executive Director and Programme Officers with design of legal programmes and strategic planning;
- Review of relevant sections of donor proposals and reports in relation to legal programmes.

- Monitoring and evaluating legal programmes in conjunction with the Executive Director and Programme Officers, including supervision of data collection and analysis and up-country monitoring
- Liaising with corrections officials, non-governmental organizations and criminal justice institutions as appropriate on legal matters;
- Assisting with research, law reform and advocacy programmes as appropriate;
- Representation of AdvocAid at events, forums and conferences where possible.
- Liaison with AdvocAid's social worker and personnel involved in after care programmes

Legal Representation and Advice & Assistance

- Provision of legal representation to girls and women in conflict with the law in AdvocAid's areas of operation
- Reviewing cases handled by legal aid staff and selecting potential cases for appeal
- Providing legal representation to selected AdvocAid clients at the Magistrates Court, High Court, Court of Appeal or Supreme Court
- Providing support to legal staff and contracted lawyers (such as strategy, case law research, proofs of evidence, etc.)
- Providing legal advice and assistance to AdvocAid Limited on matters related to company law, labour law, immigration law, etc.
- Scoping cases for potential strategic litigation
- Handling strategic litigation cases and monitoring lawyers engaged in AdvocAid's strategic litigation

Organisational Management and Development

- Assisting the Executive Director in the overall management and development of AdvocAid. This will include:
 - Assisting in the developing the organisation's strategy for input and approval by the Board.
 - Assisting in the designing, leading and managing operational activities in Sierra Leone according to the agreed strategy.
 - Ensuring that the organisation operates legally at all times in Sierra Leone and endeavors to uphold international best practice when implementing its activities so as to uphold the rule of law, protect the vulnerable and not bring the organisation into disrepute.
 - Assisting in oversight of AdvocAid's finances, ensuring funds are safe and accounted for, through effective risk management and implementation of accounting checks and balances.
 - Supporting good administration and record keeping across the organisation.

Reporting, Supervision, Support and Development

- Reporting to the Executive Director and in their absence directly to the AdvocAid Board of Directors.
- Sending detailed monthly updates to the Executive Director focusing on the cases handled and any supervision issues.
- Attending weekly staff meetings and ad hoc Senior Management Team (SMT) meetings.
- Attending a quarterly supervision meeting with the Executive Director, where performance is assessed against the job description and the LO's annual deliverables.
- Be supported to develop annual learning goals, in line with the work of the organisation, and will be supported to meet these goals as much as possible within the limits of the organisation's resources.