



Education, Empowerment and Access to Justice for Women and Girls

Deputy Director & Legal Officer Job Description and Person Specification

Reporting to	Executive Director
Duration	12 months (40 hours per week, full time) inclusive of a three month probationary period; possibility of extension thereafter
Location	Freetown, Sierra Leone (with regular travel to other office locations)
Salary	Le 13,200,000 gross per month
Deadline	Extended to Friday 24 March 2017; previous applicants need not reapply.
Start date	We're looking for someone to start as soon as possible and no later than 1 st May 2017

BACKGROUND

Since 2006, AdvocAid has grown from being a small grassroots organisation supporting female prisoners to becoming a leading organisation in Sierra Leone for providing access to justice for women and girls. Our key activities include facilitating access to legal representation for women and girls in conflict with the law, literacy classes in correctional centres, welfare and post-prison support, and research/advocacy on issues related to women's rights. We have offices in Freetown, Makeni, Kono and Kenema.

AdvocAid is at an exciting time in its development having just celebrated its 10th anniversary. 2016 was a year in which AdvocAid concluded the successful implementation of the EU funded *Justice Matters Programme* and received recognition for its work through the prestigious Clifford Chance *Access to Justice Award*. 2017 is set to be another important year for the organisation as we continue our work with new partnerships with Clifford Chance and OSIWA.

For more information about us, visit advocaidsl.org | facebook.com/advocaidsierraleone | twitter.com/advocaid

ABOUT THE ROLE:

The Deputy Director & Legal Officer will be responsible for legal programme management, research, law reform and advocacy projects as well as 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. For further details about the role, please refer to the attached Job Description.

ABOUT YOU:

We are looking for a hardworking, conscientious qualified female Barrister & Solicitor entitled to practice in all the formal courts in Sierra Leone. You must have a human rights background and strong management skills to supervise 12 legal aid staff across the country. The successful candidate will be confident, proactive, able to multi-task, and thrive on challenges as well as successes. Finally, it is essential that you have a strong passion to make Sierra Leone a more just place for all girls and women, and for ensuring that human and legal rights are upheld.

PERSON SPECIFICATION:

The ideal candidate for this role will have/be:

- Person called to the Bar of Sierra Leone and entitled to practice in the Superior Courts;
- At least 3 years relevant work experience in a law firm/chambers or other organization dealing with criminal law or human rights matters;

- Some knowledge of domestic and international human rights law;
- Ability to demonstrate strong team management skills;
- Good administration and time management skills;
- Solid IT skills and working knowledge of Microsoft Word, Excel and Access database;
- Ability to maintain good working relationships with key stakeholders such as the judiciary, police and correctional service;
- Ability to empathise with distressed female clients;
- Good understanding of programme monitoring and evaluation;

HOW TO APPLY

To apply for the position of Deputy Director & Legal Officer, please submit your CV (no more than two pages) and a covering letter detailing why you are interested in the role and how you fit the person specification (maximum one page). Please read the detailed Job Description and visit AdvocAid's website (www.advocaidsl.org) before making your application.

Please send your application to advocaid@gmail.com, addressed to the Executive Director and please give your email the subject line "*Your Name* – Deputy Director and Legal Officer Application".

Applications will be reviewed on a rolling basis. The final deadline for applications is **Friday 24 March 2017** at midnight GMT. We expect to conduct interviews between 28th and 30th March 2017.

While the sensitive and important women's rights work we undertake requires we hire a female candidate for this role, in all other respects AdvocAid is an equal opportunities employer and we strongly encourage applications from all interested female candidates.

Unfortunately, due to the high number of applicants, only shortlisted candidates will be contacted. If you have not heard from us by 14th April 2017 please assume you have not been successful on this occasion.