



EDUCATION, EMPOWERMENT AND ACCESS TO JUSTICE FOR WOMEN

Executive Director

Job Advert and Person Specification

Reporting To	AdvocAid Board Members (remotely)
Duration	One-year fixed term contract, with the possibility of extension based on performance
Salary	16,500,000 Leones gross salary per month (approx. \$2,500 USD). <i>For International Applicants</i> One return flight from home country to Sierra Leone up to the value of \$1,000 USD per annum. Support in country with securing relevant work permit and advice and support in finding suitable accommodation.
Location	Freetown, Sierra Leone (with some travel within the country)
Start Date	No later than 1 st October 2017

SUMMARY

AdvocAid is seeking a full time Executive Director (with or without a legal background) to lead its vital and challenging work in Sierra Leone. This is a great opportunity to make a real difference in the lives of women and girls through leading an organisation providing holistic access to justice services.

AdvocAid is at an exciting time in its development having just celebrated its 10th anniversary and being the leading organisation in Sierra Leone providing access to justice for girls and women. Whilst facing a challenging time in the region and for civil society globally, 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 another important year for the organisation as it continues its work with this new funding and support from Clifford Chance and OSIWA. The organization is now looking for a committed and hard-working charity/NGO leader to manage the organization and its legal team.

ABOUT THE ROLE

The Executive Director will lead and oversee all aspects of AdvocAid's work in Sierra Leone. We are looking for someone who can manage a varied team and lead the organization in developing its future at the organizational level. Key areas of responsibility include the day-to-day management of the organisation and the

team, leading fundraising and the successful implementation of donor funded projects, supporting and developing AdvocAid's legal, research, advocacy and campaign work and being the voice and heart of AdvocAid both in Sierra Leone and internationally. For further details about the role please refer to the attached Job Description.

ABOUT YOU

We're looking for an ambitious, hard-working self-starter to lead AdvocAid's work and team in Sierra Leone. You will be confident, proactive, able to multi-task, and thrive when the organisation is challenged as well as when it succeeds. You will also have a strong **passion to make Sierra Leone a more just place for girls and women**, and ensure human and legal rights are upheld. Though you will have an interest in legal and human rights work **you do not need to have a legal background or experience**. AdvocAid now has a strong legal team, lead by a Legal Officer and the role of the Executive Director will be to **manage the organization** rather than necessarily providing legal support/guidance. Given AdvocAid's focus on women's rights, the sensitive nature of many of the legal cases and issues we work on, and our passion for supporting female leadership we are seeking **female candidates only** for this position.

PERSON SPECIFICATION

The ideal candidate for this role will have:

- A Masters (or equivalent experience) in Human Rights, International Development, NGO Management or other relevant area (a legal background is not required);
- A minimum of five years work experience in the development sector;
- Proven experience of leading a charity/NGO in a multi-cultural setting;
- Ability to demonstrate strong team management skills;
- A successful track record in applying for and implementing donor funded projects and raising funds from a variety of other sources;
- Experience of working in the area of justice access/legal aid for vulnerable communities/human rights or the ability to prove their dedication to these communities;
- Experience of living and working in the global south, ideally in Sub-Saharan Africa;
- Strong social media skills; and
- Full professional proficiency in English and the ability to communicate effectively with a wide range of stakeholders.

ABOUT ADVOCAID'S WORK

AdvocAid works with vulnerable girls and women caught up in Sierra Leone's often unjust legal system. Working in eight towns across Sierra Leone, AdvocAid ensures women and their children receive: access to justice via legal aid; are aware of their legal rights via educational outreach programmes; have access to education and economic empowerment programmes; receive the welfare support they need behind bars; and are prepared for release via a 'Moving Forward' programme.

AdvocAid believes that a lot of what needs to change isn't the girls and women they support, but the system and society they're trapped within. They seek to change this in the long term through advocating for changes to the legal and welfare system, lobbying for amendments to laws, campaigning for social changes and holding Police Stations, Correctional Centres and Courts accountable to their actions.

For more information about AdvocAid and our work please visit our website (www.advocaidsl.org) and [Facebook](https://www.facebook.com/advocaidsierraleone) page (www.facebook.com/advocaidsierraleone).

HOW TO APPLY

To apply for the position of Executive Director, please submit your CV (no more than two pages) and a covering letter detailing how you heard about the position, why you are interested in the role and how you meet the person specification (no more than one page).

Please read the attached 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 Chair of the AdvocAid Board and please give your email the subject line "*Your Name - Executive Director Application*".

Applications will be reviewed and interviews held on a rolling basis. The final deadline for applications is **Tuesday 1st August 2017** at midnight GMT.

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. Candidates from Sierra Leone are especially encouraged to apply.

Please note this is a re-advertisement of the Executive Director position; previous applicants need not apply.

Unfortunately, due to the high number of applicants, only shortlisted candidates will be contacted. If you have not heard from us by 22nd August 2017 please assume you have not been successful on this occasion.