



Education, Empowerment and Access to Justice for Women and Girls

Paralegal: Western Urban Job Description and Person Specification

Reporting to	Legal Officer
Duration	Permanent (40 hours per week), subject to 3-month probationary period.
Location	Central Freetown
Salary	Gross Le 800,000 Plus Le 300,000 as cost to cover transport during the provision of services.
Deadline	Midnight (GMT) on Friday 24 November 2017. We will review applications on a running basis.
Start date	1 December 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. We now have offices in Freetown, Makeni and, Kenema. Our paralegal staff visit police stations, courts and correctional centres to provide advice and assistance to women and girls in conflict with the law. We try to ensure that disputes are settled out of court, that clients are bailed wherever possible and, if they have to remain in detention, that they are able to make arrangements for child care and maintain family relationships.

This post requires the paralegal to visit the Freetown Female Correctional Centre on a regular basis. Due to AdvocAid's Safeguarding Policy this means that a female is required for this role. Otherwise, AdvocAid does not discriminate on the basis of age, race, ethnicity, religion, political affiliation, sexual orientation, gender identity, disability, or other status.

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

ROLES AND RESPONSIBILITIES

The Paralegal will be expected to:

- Visit key police lock ups in central Freetown several times a week in order to perform monitoring duties, provide women with basic information on legal rights following arrest, perform basic interventions with the police and/or complainant when appropriate;
- Visit courts in Freetown Law Courts Building on a daily basis to conduct court monitoring, identify cases for intervention by AdvocAid's Duty Lawyer and Legal Officer and provide legal advice and assistance to female accused persons;
- Visit the Freetown Female Correctional Centre at least once a week and visit the Approved School and Remand Home at least twice a month to perform monitoring activities, record statements of new female detainees, carry out legal education sessions, and provide feedback and information to detainees with AdvocAid representation or assistance;
- Assist the assigned AdvocAid Duty Lawyer and the Legal Officer in Freetown, as necessary and to inform them of urgent or vulnerable cases where their intervention is necessary (by phone/verbally);

- Contact and communicate with family members, children and possible sureties for detained women as requested and needed by prisoners in Freetown Female Correctional Centre, police stations and other places of detention and to relay information back to the detainees;
- Refer requests for welfare support from detainees to the Social Worker and follow up with any post-prison support for AdvocAid-assisted ex-prisoners;
- Assist AdvocAid staff with training of Correctional Officers, judicial staff, beneficiaries and others, as required;
- Participate in media programmes on behalf of AdvocAid, as required; and
- Complete forms and reports on clients and the Paralegal's work in a timely manner.

The list of responsibilities is in not exhaustive and may change with the context. Our Legal Officer will help you set learning goals to ensure that you are able to shape the role in accordance with your own interests and skills.

ABOUT YOU

The ideal candidate will be passionate about supporting women behind bars and able to establish good working relations with the police, judicial staff, colleagues, and beneficiaries alike. We are always busy at AdvocAid, so you must be hardworking, keen to learn, and believe that all people's human rights should be fulfilled. We are looking for someone with the following qualifications and experience:

Key skills and competencies:

- Basic legal knowledge (either through paralegal training courses, or a relevant degree in law, peace and conflict studies, etc).
- At least two years' previous experience in paralegal work or human rights work.
- Able to uphold ethical standards in dealing with clients and vulnerable people.
- Good IT skills (especially Word, email and WhatsApp).
- Good organisational and time management skills.
- Works independently.
- Able to handle responsibility.
- Shows initiative.
- Fluent in Krio and English.

APPLICATION PROCESS

To apply, submit your CV (no more than three pages), a cover letter (max. one page), and two referees to info@advocaidsl.org no later than midnight (GMT) 24 November 2017. Please address your application to Daniel Eyre, Executive Director, and write "Paralegal, Western Area Central" in the subject line.

We will review applications on a running basis and we may decide to conduct interviews with qualified candidates before the deadline in Freetown.