



EDUCATION, EMPOWERMENT AND ACCESS TO JUSTICE FOR WOMEN AND GIRLS

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 and the securing of ongoing funding.
Salary	Salary commensurate with experience. <i>For International Applicants:</i> <ul style="list-style-type: none">• 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 support in finding suitable accommodation.
Location	Freetown, Sierra Leone (with some travel within the country)
Start Date	April 2018 (negotiable)
Deadline	18 February 2018

SUMMARY:

AdvocAid is seeking a dynamic and inspiring Executive Director to lead its vital work providing access to justice and holistic support to women and girls in Sierra Leone. This is a great opportunity to make a real difference in the lives of women and girls.

AdvocAid's paralegals and lawyers provide legal assistance to women and girls in Sierra Leone's police cells and courts, while its programme staff work to ensure the welfare and rehabilitation of women in prisons. With a staff of 20 across three offices, AdvocAid supports the majority of women and girls in conflict with the law in the country. In addition to our core operations, AdvocAid's advocacy and campaigning work seeks to support the human rights of women across the justice system. At present, we are campaigning to decriminalize petty offences, protect the human rights of sex workers, and increase police accountability.

AdvocAid's successes have been recognized by Namati, who awarded AdvocAid second place in its global [2015 Justice Prize](#), and by Clifford Chance, who awarded AdvocAid their prestigious [Access to Justice Award](#) in 2016.

ABOUT THE ROLE:

The Executive Director will lead and oversee all aspects of AdvocAid's work in Sierra Leone. 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 are 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 their human rights are upheld. 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 minimum of five year's 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;
- Significant experience working in the area of justice access/legal aid for vulnerable communities/human rights;
- 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 from three offices 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 often it is not the girls and women we support who need to change, but the system and society they are trapped within. We advocate for changes to the legal and welfare system, lobby for amendments to laws, campaign for social changes and hold Police Stations, Correctional Centres and Courts accountable for their actions.

For more information about AdvocAid and our work please visit our website (www.advocaidsl.org) and Facebook 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 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 info@advocaidsl.org 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 on a rolling basis. The final deadline for applications is **Sunday 18th February 2018** 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.

Due to the high number of applicants, only shortlisted candidates will be contacted. If you have not heard from us by 16th March 2018, please assume you have not been successful on this occasion.