

## TERMS OF REFERENCE: PARALEGALS FOR SECURITY FORCES OVERSIGHT PROGRAMME

### BACKGROUND OF LAW

#### Legal Action Worldwide

LAW is a unique non-profit network and think tank of human rights lawyers who provide creative legal assistance to individuals and communities who have suffered from human rights violations and abuses in fragile and conflict-affected areas. Our focus is on sexual violence and forced displacement. LAW works in Africa, Southeast Asia and the Middle East. Our largest programme is in Somalia.

### BACKGROUND OF THE PARALEGAL POSITIONS

LAW is currently seeking paralegals based in or around Mogadishu, Somalia, to provide legal aid and assistance to IDPs and detained people in Rajo Wanag and Midnimo IDP camps and Dharkenley and Deyniile police stations. The paralegals will receive a monthly stipend and periodic trainings. Paralegals from organisations in the Somali Legal Aid Network and recent law graduates are particularly encouraged to apply.

The paralegals will work closely with the Civilian Oversight Board (COB) which is currently overseeing the police operating in both camps. The COB is comprised of legal aid providers, representatives from civil society, a serving police officers and elders. The COB visits Dharkenley and Deyniile police stations on a weekly basis and has monthly meetings.

Paralegals will be supported to attend visits to Dharkenley and Deyniile police stations with the COB, conduct outreach in Rajo Wanag and Midnimo IDP camps and accompany survivors of GBV to the police. They will report back to the COB if there are instances of harassment or misconduct.

Paralegals will be expected to work two half days of each week and provide legal assistance to at least 4 persons per week. They will receive a stipend of 400 USD per month.

#### Duties

- Provide free legal aid and assistance to IDPs in Rajo Wanag and Midnimo camps, with a focus on providing assistance to survivors of GBV;
- Attend visits to Dharkenley and Deyniile police stations conducted by the COB and provide free legal aid and assistance to detainees;
- Write biweekly reports detailing the number of clients served and the nature and type of legal assistance provided;
- Attend monthly meetings with the COB to discuss and refer cases and follow up to any identified sexual violence cases.

## Required Skills and Experience

### Experience

- Experience working as a paralegal;
- Experience working with vulnerable communities, including IDPs, detained persons, survivors of GBV or children;
- Previous experience working with the police and/or a good relationship with the police stations involved in this project is an asset;
- Experience of working with survivors of GBV is an asset;
- Knowledge and experience of criminal law, procedure, and/or human rights law is an asset.

### Skills

- Excellent communication and interpersonal skills. The paralegals chosen will need to be comfortable speaking in meetings with the COB and will be expected to have input into each one;
- Excellent organisational skills;
- Ability to take initiative and work with close supervision.

### **Language requirements**

- Fluency in writing, speaking and listening in Somali;
- Proficiency in writing, speaking and listening in English, including ability to write basic reports in English.

## APPLICATION AND RECRUITMENT

**Deadline for applications:** 31 January 2018

**Start date:** Early February 2018

### **How to Apply:**

Please email a CV and statement of interest in English on or before 31 January 2018 to: [carthy@legalactionworldwide.org](mailto:carthy@legalactionworldwide.org)

The subject of the application should read '**Paralegal application**'.

- Only shortlisted candidates will be contacted for interviews.
- LAW is an equal opportunity employer. Women are particularly encouraged to apply.