



Legal Programme Manager (Sri Lanka)

BACKGROUND

Legal Action Worldwide (LAW) focuses on providing creative legal assistance in fragile and conflict-affected states. Legal Action Worldwide (LAW) is a unique non-profit organization which provides creative legal assistance in conflict affected states. LAW works in Africa, South-East Asia and the Middle East and has offices in the UK and Switzerland. LAW Sri Lanka provides legal capacity building and technical assistance to justice institutions, legal academic institutions and lawyers.

POSITION DESCRIPTION

Reports to

Executive Director

Functions/Key Results Expected

- Overall responsibility for LAW's projects in Sri Lanka
- Coordinate high-level legal and project strategy, research and events
- Manage network of technical experts and their consultancy agreements
- Coordinate partnership with Harvard International Human Rights Clinic and Jaffna University and facilitate establishment of Jaffna human rights clinic
- Devise and implement Sri Lanka strategy for effective prosecutions of sexual violence
- Facilitate and deliver technical assistance to transitional justice mechanisms
- Ensure timely and quality narrative reporting to donors and compliance with donor grant requirements
- Provide all necessary information to the finance team to ensure timely and quality financial reporting to donors
- Line management for project staff in Sri Lanka
- Responsible for the development of project proposals and fundraising in relation to Sri Lanka and Nepal
- Coordinate and manage programme implementation including activities, budget and project documentation in line with proposals, strategies and donor requirements
- Design and organize trainings, workshops, roundtables and other events for justice actors
- Ensure high technical quality of projects and oversee monitoring and evaluation of projects
- Develop and manage project budget, in cooperation with local Finance Coordinator and Finance Manager in Geneva
- Liaise and coordinate with the international humanitarian, diplomatic and donor community in Sri Lanka
- Any other task relevant to the position as requested by the Executive Director



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Skills and Qualifications Required:

- Qualified lawyer with minimum of 7 years practice experience in human rights, criminal, family or refugee law. Experience working with cases of sexual and gender-based violence and/or transitional justice preferred;
- A minimum 3 years of experience managing and fundraising for international donor funded legal projects in complex or conflict affected environments;
- Excellent knowledge of programme cycle management;
- Excellent written and oral English, research and drafting skills;
- Experience advising government or judicial institutions preferred;
- Experience working in South East Asia preferred;
- Proficiency in Microsoft Office Suite and strong technical literacy;
- Strong written and spoken communication and interpersonal skills and ability to work independently and take initiative;
- Ability to work under pressure and meet deadlines;
- Flexibility and familiarity with the volatile and unpredictable nature of working in post conflict environments;

APPLICATION PROCEDURE

Please send a copy of your CV and covering letter to stober@legalactionworldwide.org by 30th January 2019.