



## Head of Office: Sri Lanka Terms of Reference

### BACKGROUND

**Legal Action Worldwide (LAW)** is a unique non-profit network and think tank of lawyers that provides creative legal assistance in fragile and conflict-affected areas and places national lawyers at the forefront of legal change. LAW uses advocacy, research, legal empowerment and strategic litigation to bring about this change. LAW's thematic focuses include: Addressing Sexual and Gender-based Violence; Accountability of Security Forces; Natural Resource Exploitation/displacement; and Transitional Justice. LAW's Advisory Council and Board are comprised of senior international lawyers who advise LAW on the development of innovative litigation and legal strategies.

LAW's ground-breaking work has received international media coverage, including in the New York Times, the Times of London, the Guardian, Voice of America, Huffington Post and Foreign Policy.

LAW Sri Lanka focuses on transitional justice related issues and cases of sexual violence, providing technical assistance to justice institutions, transitional justice bodies, victim and survivor lawyers and university law faculties. LAW Sri Lanka has two principal aims:

1. To improve the capacity of Sri Lankan justice institutions to effectively investigate, prosecute and manage complex criminal cases, particularly cases of sexual violence, to strengthen the enabling conditions for an emerging transitional justice process and the criminal justice system.
2. To train and mentor law students to be able to access transitional justice and human rights mechanisms as a non-violent way to address past abuses and to foster a culture of community lawyering in Sri Lanka's future lawyers.

### POSITION DESCRIPTION

#### Reports to

Head of LAW Sri Lanka

#### Functions/Key Results Expected

##### Technical:

- Devise and implement Sri Lanka strategy for effective prosecutions of sexual violence in coordination with the Attorney-General's Department.



- Facilitate and deliver technical assistance to transitional justice mechanisms, including the Office on Missing Persons.
- Coordinate partnership with Harvard International Human Rights Clinic and Jaffna University and provide technical assistance and legal support to Jaffna University human rights clinic
- Liaise and coordinate with the international humanitarian, diplomatic and donor community in Sri Lanka
- Oversee of research and advocacy activities in relation to LAW Sri Lanka's priority thematic areas

#### Programme Management:

- Ensure timely and quality narrative reporting to donors and compliance with donor grant requirements.
- Coordinate and manage programme implementation including activities, budget and project documentation in line with proposals, strategies and donor requirements.
- Provide all necessary information to the finance team to ensure timely and quality financial reporting to donors.
- Oversee design, delivery and organization of trainings, workshops, roundtables and other events for justice actors.
- Ensure high technical quality of projects and oversee monitoring and evaluation of projects.

#### Administration:

- Manage network of technical experts on sexual violence and transitional justice.
- Line management for project staff in Sri Lanka.
- Oversee programme administration.
- Participate in LAW's Senior Management Team meeting and associated duties.

#### Fundraising and Expansion:

- Responsible for the development of project proposals and fundraising in relation to Sri Lanka and subsequently Nepal.
- Develop budgets, in cooperation with local Finance Coordinator and Finance Manager in Geneva.
- Responsible for geographic expansion of LAW Sri Lanka to include an office in Jaffna providing legal assistance to communities.
- Any other task relevant to the position as requested by the Executive Director.

#### **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 [dole@legalactionworldwide.org](mailto:dole@legalactionworldwide.org) by 11 April 2019.

Salary is commensurate with experience. Benefits include health insurance and annual travel to home-country. Pension benefits expected as of end of 2019.