

## TERMS OF REFERENCE

**Position:** Legal Aid Officer

**Location:** Male'

**Salary:** Negotiable

**Duration:** 6 months

### Background

The Family Legal Clinic ("FLC") is a registered association in the Maldives, providing pro bono legal services since 2014. Our legal services are in the areas of Family Act, Prevention of Domestic Violence Act and Prevention of Sexual Abuse and Harassment Act. Several other legislations crosscut our core legal service areas, including those on sexual offences, rights of the child and gender equality. Inclusive of our pro bono legal service, FLC runs 4 programs built upon on our core values of equality, empathy, empowerment, harmony, and unity. These programs are:

- Accessibility for Everyone: focusing on providing free legal services
- Empower for Change: focusing on increasing public awareness and empowering survivors
- Harmony for Unity: focusing on creating healthy familial relationships and social space to engage in discourse of abuse, violence, and harassment with a view of breaking social taboo and stigma on victims
- Partnerships for Transformation: focusing on increasing inter-agency coordination and referral mechanisms

### Requirements

FLC seeks a Legal Aid Officer to administer and manage its legal aid programme. The Legal Aid Officer is expected to work with the Executive Committee and other staff. The following are the requirements of Legal Aid Officer:

- Minimum education requirements of bachelor's degree in law.
- Demonstrate awareness in Family Act, Prevention of Domestic Violence Act, Prevention of Sexual Abuse and Harassment Act and Child Rights' Protection Act.
- Demonstrate excellent communication, leadership and organizing skills.
- Demonstrate fluency in Dhivehi and English.
- Demonstrate interest and passion in the areas of human rights and/or gender related issues.

### **Key Tasks and Responsibilities**

- Administer, organise, and manage legal aid programme, including providing legal advice, consultations, form filling and court representation.
- Administer and manage FLC's legal aid database.
- Assist in commenting on bills.
- Assist in referral making.
- Assist in issuing written concerns and advocacy efforts by FLC.
- Assist in execution of any other activities undertaken by FLC.

### **Commitment Hours**

Legal Aid Officer is expected to work at official working hours from 9am – 5pm from Sunday to Thursday.

### **Submission**

Interested candidates should send their curriculum vitae and educational certificates, along with a cover email to [info@familylegalclinic.org.mv](mailto:info@familylegalclinic.org.mv) by 5pm of 8 September 2020 (Tuesday).