

## TERMS OF REFERENCE

**Position:** Program 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 Program Officer to organise, administer and manage its core programs. The Program Officer is expected to work with the Executive Committee and other staff. The following are the requirements of Program Officer:

- Minimum education requirements of bachelor's degree in gender studies, social science, development, or related area OR minimum diploma in a related field with 2 years of relevant experience.
- 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 core programs, including those related to advocacy and empowerment.
- Develop content for social media.
- Manage social media.
- Assist in execution of any other activities undertaken by FLC.

### Commitment Hours

Program 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).