**TERMS OF REFERENCE**

**Position:** Program Administrator – Legal Aid

**Location:** Male’

**Salary:** MVR 10,000

**Duration:** 1 year

1. **Requirements**

Family Legal Clinic (FLC) seeks a lawyer for the position of Program Administrator – Legal Aid, to provide legal aid in the areas of Family Act and Prevention of Domestic Violence Act. The Program Administrator is expected to work closely with the management team and also handle other work of the clinic. Following are the requirements of Program Administrator:

* A minimum of a Bachelor’s Degree in Law
* Competency and awareness in areas of Family Act and Prevention of Domestic Violence Act
* Demonstrate excellent communication and leadership skills
* Has experience or is interested in research
* Fluent in Dhivehi and English.

1. **Key Tasks and Responsibilities**

Program Administrator will be responsible for undertaking the following tasks and responsibilities:

* Manage FLC Teleconsultations, weekly consultation service and follow-up
* Manage database, statistics and undertake legal research
* Represent cases in court
* Oversee legal aid services in Addu City
* Assist in creation of and/or create various awareness material
* Assist in various projects of the Clinic

1. **Commitment Hours**

Program Administrator is expected to work at official working hours from 9am – 3pm. Program Administrator is also expected to manage the weekly clinic hours on every Wednesday from 8-10pm, should there be scheduled consultations.

1. **Submission of Application**

To apply for this position, along with a cover email, submit your CV and educational certificates to [info@familylegalclinic.org.mv](mailto:info@familylegalclinic.org.mv) by **3pm of 12 December 2018**.