



# Association of Female Lawyers of Liberia

## Equal Rights Under The Law

### **Association of Female Lawyers of Liberia (AFELL)**

### **Requested: 1 Lawyer, 1 Program Officer, 1 Finance Officer and 2 Case Workers**

#### **About AFELL:**

The Association of Female Lawyers (AFELL) is a non-profit and non-governmental organization duly incorporated under the laws of the Republic of Liberia on February 24, 1994 with accreditation from the Ministry of Planning.

AFELL's mission is to advocate for the promotion, protection and advancement of the rights of women and children. AFELL's vision is to ensure that by the year 2030, a majority of Liberian women and children will have equal access and opportunities to both formal and informal education throughout Liberia. Furthermore, women of Liberia will be educated about their rights under the law and enjoy equality as enshrined under the Liberian Constitution.

AFELL is open to all persons or organizations who share the same goal and objectives contained in its mission statement.

#### **Project Background:**

AFELL has secured a one-year contract to implement the RULE OF LAW project under the UNDP-UNMIL Joint Program. The overall objective of the project is to ensure that the rights of women, children, and indigent persons are promoted and protected through AFELL's legal aid activities. The project shall therefore prioritize the promotion of AFELL's legal aid clinics which guarantees legal representation of clients, creating awareness on SGBV and inheritance law. The project's methodology shall include awareness, advocacy, legal representation of women, children and indigent vulnerable persons, in Montserrado and Grand Bassa Counties.

In view of the foregoing, AFELL is seeking to hire 1 Lawyer, 1 Program Officer, 1 Finance Officer, and 2 Case Workers for the project.

Female Lawyers (especially members of AFELL) and all females are encouraged to apply.

All applications for this position including CV and academic credentials should be sent to: [afell2002@yahoo.com](mailto:afell2002@yahoo.com) and [vdneal1@gmail.com](mailto:vdneal1@gmail.com), not later than Wednesday, December 27, 2017 at 5:00 PM.

**Again, please send your *application to the e-mail addresses provided above.***

**Please note that only shortlisted applicants will be contacted for interview.**

<b>Project Title:</b>	Protecting and Promoting the Rights of Indigent Women and Children Through AFELL's Legal Aid Clinics
<b>Position:</b>	Lawyer
<b>Duty Station:</b>	Buchanan, Grand Bassa County
<b>Deadline</b>	December 27, 2017

**Responsibilities of the Lawyer:**

- Reports directly to the Program Officer;
- Conducts mediation for aggrieved persons (women, children and indigent persons) who bring complaints to the legal aid clinic;
- Makes court representation on behalf of clients who bring their complaints to the legal aid clinic based on failure of mediation or when the need arises
- Gives legal advice to clients on legal issues;
- Makes reports on SGBV on cases taken to court and cases mediated;
- Makes report on SGBV cases learned about through the media (local radio, and newspapers) or in the environment;
- Makes monthly reports on cases taken to court and cases mediated;
  
- MAKES REPORTS ON SGBV CASES LEARNED ABOUT THROUGH THE MEDIA (LOCAL RADIO, AND NEWSPAPER) OR IN THE COMMUNITIES
  
- WILL BE GIVEN ADDITIONAL ASSIGNMENTS IN CONNECTION TO THE PROJECT WHERE NECESSARY..

**Education/Qualification**

- Must be a graduate of a recognized law school.
- Must be Attorney at-Law or above
- Must have knowledge on policy issues relating to human rights
- Ability to Mediate, manage, and resolve potential conflict;
- Computer literate in MS word and Excel

<b>Project Title:</b>	Protecting and Promoting the Rights of Indigent Women and Children Through AFELL's Legal Aid Clinics
<b>Position:</b>	Program Officer
<b>Duty Station:</b>	Head Office (Monrovia) and coordinates activities in Buchanan, Grand Bassa County
<b>Deadline</b>	December 27, 2017

**Responsibilities of the Program Officer:**

- Reports to the Project Manager;
- Supervises the running of AFELL's Legal Aid Clinics;
- Assigns cases to lawyer for legal representation in court, in collaboration with the Project Manager;
- Scrutinizes reports coming from lawyers who are engaged in legal representation on behalf of AFELL's clients;
- Ensures that compensation given to lawyers for services rendered are done in line with institutional policy;
- Makes monthly reports on cases handled through the courts on behalf of clients;
- Ensures that statistics of cases is updated regularly;
- Ensures that a file is created for each lawyer who makes legal representation for clients under the project;
- Ensures that a file is created for each client under the project;
- Coordinates mediation of cases under the project;
- Makes monthly and quarterly reports on the activities of the project.
- Will be given addition assignments in connection to the project where necessary
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**Education/Qualification**

- Must be a graduate of a recognized law school.
- Must be attorney at-Law or above
- Must have knowledge on policy issues relating to human rights
- Ability to Mediate, manage, and solve potential conflict;
- Knowledgeable in project management and implementation
- Computer literate in MS word and Excel

<b>Project Title:</b>	Protecting and Promoting the Rights of Indigent Women and Children Through AFELL's Legal Aid Clinics
<b>Position:</b>	Finance Officer
<b>Duty Station:</b>	Head Officer (Monrovia) and also coordinates financial activities in Buchanan, Grand Bassa County
<b>Deadline</b>	DECEMBER 27, 2017

**Duties of the Finance Officer:**

- Responsible for entering financial information and maintaining all financial transactions relating to AFELL's projects in collaboration with the Accountant/Financial Consultant;
- Manages financial records, prepare and analyze budgets, develop financial reports, and make appropriate recommendations;
- Obtains approvals from the President of AFELL who supervises project on all procurements and purchases relating to the project;
- Monitors expenditures to ensure that project funds are utilized appropriately during the project period.
- Ensures that all financial reports are completed on time for submission to donors;
- Oversees financial audits of the of project.
- Will be given addition assignments in connection to the project where necessary

**Education:**

- University Degree (Bachelors) in Accounting from a recognized University;
- Proficient in the use of computer especially knowledge in using Spread Sheet, Quick Book, Word, and PowerPoint;
- Ability to multitask.

<b>Project Title:</b>	Protecting and Promoting the Rights of Indigent Women and Children Through AFELL's Legal Aid Clinics
<b>Position:</b>	Case Worker/Administrative Assistant
<b>Duty Station:</b>	Buchanan, Grand Bassa County
<b>Deadline</b>	December 27, 2017

**Duties of the Case Worker:**

- Reports directly to the lawyer under whose supervision he/she is working;
- Interviews client and gives advice on how to apply for legal aid;
- Writes communications to be sent to accused person(s) for conferences/mediation;
- Arranges cases and make assignments for mediation;
- Compile monthly statistics of cases and makes reports;
- Files complaints and other communications/documents that go in and out of the office;
- Performs other clerical duties as required.
- Will be given addition assignments in connection to the project where necessary

**Education:**

- Graduate from a recognized high school;
- Computer Literate
- Capable of speaking and writing standard English;
- Clerical knowledge.

***Females are encouraged to apply.***

**Signed:** \_\_\_\_\_

**Atty. Vivian Neal  
President, AFELL**