



Liberian National Bar Association

Law Library Building

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VACANCY ANNOUNCEMENT

Job Title: LNBA Case Worker
Program: Promoting Access to Justice through Pro-Bono Legal Aid Services
Reports To: Legal Aid & Continuing Legal Education Manager
Duty Station: Kakata, Margibi County
Deadline: May 31, 2017 at 4:00P.M.

BACKGROUND:

The Liberian National Bar Association (LNBA) was established by an Act of the Legislature as a not-for-profit organization with a mandate to promote access to justice and strengthen the justice system in the Republic of Liberia through appropriate programs and activities.

The Bar is managed by a President, Vice President, Secretary General, and Treasurer who are members of a 15-member Executive Council, elected to lead the LNBA. These officers, along with the Executive Council are the decision makers of the LNBA. The Secretariat is headed by an Executive Director and support staff who carry out the directives of the Executive Council.

The LNBA has received a grant from USAID Legal Professional Development and Anti-Corruption Program (LPAC) to develop, manage, and implement a Legal Aid Program that will enable indigent citizens to access justice in their respective communities.

To implement the Legal Aid Program, the Bar and its partners will establish Legal Aid Clinics in Montserrado and Margibi Counties and other counties based upon the availability of funding.

Each clinic will recruit Case-Workers through a competitive vetting process and these Case Workers will work along with indigent citizens in their respective communities in order to access justice and the court system.

POSITION RESPONSIBILITIES & EXPECTATIONS:

Under the day-to-day supervision of the Legal Aid/CLE Manager and the overall supervision of the Executive Director, the Case Worker will have internal and external facing responsibilities in contributing to the overall goal of the legal aid and pro-bono program. The Case Worker will work closely with various LNBA members, Staff, and attending lawyers under the legal aid program to ensure that the pro-bono and legal aid program goals and objectives are achieved.

DUTIES AND RESPONSIBILITIES:

- Assist the Legal Aid/CLE Manager in developing monthly work plans
- Assist the Legal Aid/CLE Manager in implementing the legal aid program

- Adhere to administrative and financial policies and procedures
- Under the guidance of the Legal Aid/CLE Manager, assist in implementing the LPAC/LNBA Legal Aid LNBA Quarterly work plan
- Assist indigents with application process in applying for legal aid and submit to Legal Aid /CLE Manager
- Submit application package in required form to LNBA attending lawyers
- Establish and maintain case tracking systems at the legal aid clinic
- Prepare project weekly, monthly, and quarterly activities reports
- Develop appropriate file management system for the storage and maintenance of administrative and programmatic files/records
- Develop and maintain record systems of LNBA partners, visitors, workshops, and trainings
- Perform other duties as may be required

Deliverables- Key among deliverables to be achieved by the incumbent are as follow:

- Draft monthly narrative and programmatic reports
- Processed supporting documents of all cases
- Complete copies of case forms, administrative forms and file management

PROFESSIONAL QUALIFICATION AND COMPETENCE

Education: The LNBA Case Worker must have a minimum education of a High School graduate. An advanced diploma or courses read in college is an advantage.

Experience: The incumbent must have at least one year experience working as a community mobilizer, civic engagement worker, volunteer or a support staff with a reputable institution in Liberia.

Skills and Special Qualities: Key desired skills and qualities of the LNBA Case Worker are: pays attention to details and is meticulous, has effective social/interpersonal skills, skilled at coordinating and supervising, has strong oral and written communications skills, especially report writing and oral presentation, computer skills, has effective planning, organization, and implementation capabilities.

Application Process

Interested candidates should send a cover letter and curriculum vitae (CV) with job title in the subject line of the email – Case Worker to: liberiannationalbar@gmail.com no later than May 31, 2017 at 4:00P.M .

All applications will be reviewed and evaluated by the LNBA and partner, and only applicants selected for personal interview will be contacted by the LNBA Secretariat. No phone calls or inquiries about the position will be accepted.

LNBA is an equal opportunity employer; female candidates are highly encouraged to apply.