



USAID
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Legal Professional Development and Anti-Corruption Program (LPAC)

LPAC vacancy announcement: Legal Aid/CLE Manager, Liberian National Bar Association

Date: June 11, 2018

Background: Checchi and Company Consulting, Incorporated (Checchi), an international rule of law and development firm based in Washington, D.C., has been selected by USAID Liberia to implement the **Legal Professional Development and Anti-Corruption Program (LPAC)** – a five (5) year funded activity working in partnership with the Government of Liberia to provide capacity building, technical assistance and mentoring support to Liberia's *James A. Pierre Judicial Institute; Lewis Arthur Grimes School of Law; Liberian National Bar Association (LNBA); Liberia Legal Information Institute (LiberLII); and the Liberia Anti-corruption Commission.*

Position Responsibilities/Expectations: Under the day-to-day supervision of the Executive Director (ED) of the LNBA, the Legal Aid/CLE Manager will have both internal - and external-facing responsibilities in managing legal aid and continuing legal education programs (CLE) at the LNBA. The Legal Aid/CLE Manager will work closely with various LNBA staff, members, and Standing Committees, and LPAC Advisors to ensure LNBA goal achievement, and to develop programs that are a strategic response to an ever-changing legal profession and community needs. The Legal Aid/CLE Manager will be an employee of LPAC but seconded to the LNBA. Specifically, the Legal Aid/CLE Manager will perform the following:

Tasks and Responsibilities:

- Manage and develop legal aid programs in Monrovia and throughout the country in support of the LNBA Legal Aid Program.
- Manage and develop CLE programs for members of the LNBA in support of the Continuing Legal Education Program of the LNBA and USAID LPAC.
- Oversee and assist in the development of training courses and materials for members of the LNBA.
- Oversee and assist the LNBA to develop outreach programs to reach citizens for legal aid programs and LNBA members for CLE programs.
- Collaborate with LPAC Advisors and USAID when appropriate.
- Other duties as assigned by the LNBA or LPAC.

Job Requirements (to be demonstrated by the candidate's application letter and resume – and if selected for a follow-on interview by reference checks and salary verification).

Education Requirements:

- Undergraduate degree required; LL.B or J.D. is preferred.

Work Experience Preferred:

- Three (3) years' experience in the legal profession field or working with a diverse population of lawyers or other highly-skilled professionals.
- Experience with legal aid programs.
- Experience with designing and implementing training programs.
- Experience managing multiple components of a project from beginning to end, including setting and meeting deadlines.
- Experience interacting with individuals of different cultures and socio-economic backgrounds.

USAID Contractor

Checchi and Company Consulting, Inc.

Atlantis Beach Hotel Compound

Mamba Point, Beach Side, Monrovia, Liberia

- Proficiency in MS Office (Word, Excel, Power Point) and knowledge of technology trends and tools in the use of general database systems.

Supervision:

- The **Legal Aid/CLE Manager** will be supervised day-to-day by the Executive Director in collaboration with the Legal Aid and CLE Committees.

Application Process: Interested candidates should send a cover letter and current CV with the job title – “**LNBA Legal Aid/CLE Manager**” in the subject line **not later than June 22, 2018** to the following email addresses: liberia@chechiconsulting.com and cc: gkelvin@chechiconsulting.com

ATTENTION:

LPAC Program Administrator
USAID-LPAC Field Office
Atlantis Beach Hotel Compound
Mamba Point, Monrovia-Liberia

All applications will be reviewed and evaluated by LPAC management staff and the LNBA and only applicants selected for a personal interview will be contacted by the LPAC Program Administrator. No phone call inquiries about the position will be accepted.

Checchi is an equal opportunity employer and we offer competitive salaries and benefits packages.

Women candidates are encouraged to apply.