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IRLI Programme Officer **Terms of Reference**

1. Overview

Irish Rule of Law International is a project-orientated, non-profit rule of law initiative established by the Law Society of Ireland and the Bar of Ireland. Originally founded in 2007, the charity has collaborated with academics, judges, legal practitioners, policymakers and civil society around the world to advance collective knowledge of the relationship between rule of law, democracy, sustained economic development and human rights.

2. Background

Since August 2011, IRLI has been working in Malawi to address capacity challenges within the criminal justice sector with the overall aim of improving access to justice for unrepresented vulnerable persons. Volunteer programme lawyers are positioned strategically alongside the principal institutional actors in the criminal justice system: the Legal Aid Bureau, the Office of the Director of Public Prosecutions, the Judiciary and the Malawi Police Services. Their work is also supplemented by volunteer lawyers who provide short term intensive training for partners.

IRLI's work in Malawi targets the relationship between access to justice mechanisms for vulnerable people and a quality legal/judicial response based on the rule of law. Working to improve access to justice, using a human rights-based approach, is essential for bringing about positive social change for those persons who are amongst the most vulnerable and marginalised in society.

In tackling access to justice for the poor, IRLI seeks to implement mechanisms in partnership with local actors to remove obstacles to free legal aid in the short-term (such as capacity constraints and shortage of lawyers) in order to bring about direct change at beneficiary level, while developing systemic, sustainable interventions aimed at providing long-term benefits to the wider criminal justice sector.

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| 3. IRLI Assignment Title: | IRLI Volunteer Programme Officer |
| 4. Type of Assignment: | International Volunteer Programme Officer |
| 5. Project Title: | Strengthening Programme Support to IRLI's 'Access to Justice' Project |
| 6. Duration: | 12 months (with possibility of extension) |
| 7. Location, Country: | Lilongwe/ Malawi |
| 8. Expected Starting Date: | 18 th April 2016 |

9. Brief Programme Description:

- to ensure that prisoners and those in police custody are ensured of their due process rights and given greater access to restorative justice practices; and
- to ensure that knowledge of due process rights, human rights compliance and legal skills amongst criminal justice stakeholders is increased and applied.

In order to attain the programme's goals, the programme focuses on a number of interventions, including:

- Facilitating camp courts and legal literacy programmes in prisons;
- In conjunction with the Legal Aid Bureau, providing legal assistance to individuals in prison or in police custody;
- Capacity building within the Judiciary through the facilitation of workshops, disseminating legislation and recent case law to Magistrates, and visiting Magistrates' Courts;
- Liaising with key stakeholders in the criminal justice system in order to progress criminal cases to their conclusion;
- Capacity building and work on discrete projects within the Office of the Director of Public Prosecutions;
- Capacity building of the Malawi Police Services and establishing diversion programmes in identified stations within Malawi;
- Facilitating a Child Diversion Programme;
- Developing procedures and best practice guidelines;
- Facilitating community sensitisation workshops on issues relating to criminal law; and
- The general strengthening of linkages amongst key stakeholders in the Malawian criminal justice system.

The programme places significant focus on the capacity building of local stakeholders especially through the training of police, magistrates, lawyers and prisoners themselves. Furthermore, there is particular concentration on child protection, restorative justice and diversion which allows children to be diverted from the formal justice system.

10. Organisational Context

Working together with IRLI's Programme Lawyers, and under the direct supervision of the Programme Manager in Malawi, the Programme Officer will undertake activities to reinforce the capacity of IRLI in Malawi by supporting programme coordination and the implementation/monitoring and evaluation of IRLI's work in Malawi.

The Programme Officer will be responsible for managing and reporting on programme budgets as well as processing activity payments. Responsibilities will also include ensuring that IRLI's insurance policies, banking and national registration documentation are maintained and up to date. The Programme Officer will also work with the Programme Manager, and Charity Coordinator in Dublin to develop programme reports and grant proposals where required.

11. Scope of Work

Under the direct supervision of the Programme Manager, the Programme Officer will undertake the following tasks:

- Assist IRLI Programme Lawyers in the organisation and implementation of programme activities where the need arises – with particular responsibility for community sensitisations and the Child Diversion Programme;

- Office administration duties including procuring office supplies and maintaining IRLI's filing system (manual and electronic);
- Grant/proposal writing and report writing;
- Budget management;
- Maintaining Log Frame and keeping M&E up to date;
- Internal and External Report dissemination;
- Communications - drafting internal/external documents including Malawian/Irish press releases on IRLI activities and articles for the Irish Law Society Gazette/Bar Review;
- Working to increase IRLI's profile in Malawi and Ireland through, amongst others, maintaining social media pages;
- Support to Paralegal Advisory Service Institute in the organisational of annual International Human Rights Day commemorations in the prisons.

12. Results/Expected Output

- The Programme Officer will be expected to contribute to a more coherent IRLI programme in Malawi through facilitating and supporting the planning, implementation and monitoring of project activities;
- The Programme Officer will be expected to support the increased effectiveness and efficiency of IRLI's operational system through supporting central administration and budgetary management;
- The Programme Officer will be expected to raise the profile of IRLI's work both in Malawi and in Ireland through regular articles and social media interaction; and
- The Programme Officer will support the team of Programme Lawyers and the Programme Manager to maintain a strong reporting system and the tracking of programme results.

13. Requirements:

- Masters level degree in International Development/Law/Human Rights or related field;
- A minimum of two years experience in the international development sector, with a particular focus on grant or programme management;
- Proven knowledge of human rights, rule of law and development issues;
- Overseas development experience a distinct advantage;
- Experience in proposal and report writing, ideally within the development context and/or to institutional donors;
- Demonstrable knowledge and experience of major institutional donors, including familiarity with key donor priorities and grant implementation, monitoring and evaluation guidelines;
- Ability to work well under pressure, prioritise a wide range of competing tasks and meet deadlines;
- Appreciation of the aims and objectives of IRLI;
- Adept in use of Word, Excel, PowerPoint;
- Fluent in spoken and written English with strong analytical skills.
- Strong interpersonal, networking and communication skills;
- Flexible and open to learning and new experiences;
- Respect for diversity and can adapt to a new culture, environment and living conditions;
- Ability to think both rationally and strategically with strong planning capacity;
- Excellent drafting skills;
- Self-starter with the ability to think creatively; and
- Strong team player but with the ability to also work independently.

14. Conditions of Service

Travel expenses (one return flight from point of departure to Lilongwe), International Health Insurance and a monthly Volunteer Living Allowance (VLA) of €1500 will be provided. The VLA assists the volunteers to meet living costs in Malawi, including accommodation and utilities. These expenses shall not be construed as remuneration.

It will be the successful candidates' responsibility to obtain any vaccinations required before travelling. An amount of €300 for pre-departure expenses (such as medical examination fees, vaccinations and related expenses) will be provided.

The programme is based mainly in the capital city of Lilongwe within the Central Region of Malawi but some travel into surrounding districts will be required. It is necessary therefore that the successful candidate has a full driving license.

15. Applications

The deadline for submission of applications is **Friday 26th February 2016**.

With reference to the position you are applying to, please e-mail:

1. A curriculum vitae
2. A cover letter describing why you are interested in the position and summarising your relevant experience and suitability for the role (no more than 2 pages in length).

Only applications received through applications@irishruleoflaw.ie will be considered. Any queries should be directed to IRLI's Charity Coordinator Emma Dwyer at edwyer@irishruleoflaw.ie.

For more information on the programme in Malawi and the work of IRLI please visit www.irishruleoflaw.ie.

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