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**IRLI Alternative Justice Programme Officer**  
**Terms of Reference**

**1. Overview**

Irish Rule of Law International (IRLI) 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, IRLI 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. We believe that members of the legal profession have a significant role to play in enhancing the rule of law and shaping the progress of developing societies.

<b>Programme Title</b>	IRLI Malawi 'Access to Justice' Programme
<b>IRLI Position Title</b>	Alternative Justice Programme Officer (AJPO)
<b>Duration</b>	9 months (with the possibility of extension)
<b>Location, Country:</b>	Lilongwe, Malawi
<b>Expected Starting Date</b>	<b>1 December 2019</b>

**2. Programme Description**

Since August 2011, IRLI has been working in Malawi to address capacity challenges within the governance sector with the overall aim of promoting the rule of law and improving access to justice for unrepresented and particularly vulnerable persons in the criminal justice system.

A placement programme has been developed whereby Programme Lawyers (PLs) are strategically placed inside some of the key institutions in the Malawian criminal justice system: the Legal Aid Bureau (LAB), the Office of the Director of Public Prosecutions (DPP), the Judiciary and the Malawi Police Service (MPS).

In addition, an Alternative Justice Programme Officer (AJPO) partners with the Paralegal Advisory Services Institute and the Ministry of Gender, Children, Disability and Social Welfare on additional projects such as a successful Child Diversion programme and community sensitisations.

**3. Programme Objectives**

The overall aim of IRLI's Access to Justice Programme in Malawi is to see improved access to justice for unrepresented vulnerable persons in the criminal justice system in Malawi.

There are two specific objectives:

- To increase the institutional capacity to provide sufficient services to people in conflict with the law according to the principle of due process and human rights;
- To ensure the enjoyment of due process rights including legal representation and restorative justice to persons held in police custody and detainees in the Central Region of Malawi.

The administrative responsibilities of the AJPO will include 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 AJPO will work with the Programme Manager, and Coordinator in Dublin to develop programme reports and grant proposals where required.

#### **4. Scope of Work**

Working together with IRLI's programme lawyers, and under the direct supervision of the Programme Manager in Malawi, the AJPO will undertake activities to reinforce restorative justice mechanisms in Malawi by organising and implementing the Child Diversion Programme and the Community Sensitisation Programme.

The AJPO will also reinforce the capacity of IRLI in Malawi by supporting programme coordination and the implementation, monitoring and evaluation of IRLI's work in Malawi.

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

- Organise and implement the restorative justice community-based activities including, the Child Diversion Programme and the Community Sensitisation Programme;
- Monitor the restorative justice community-based activities using the Log Frame and M&E tools;
- Liaise with civil society organisations (CSOs) with the aim to build a coordinated network within the sector;
- Support the organisation and implementation of annual International Human Rights Day commemoration events in all prisons of the Central Region;
- Support the administration of the programme, including budget and financial management, grant and proposal writing, and report writing.
- With the support of the Programme Manager, identifying opportunities to expand Alternative Justice activities.

#### **5. Requirements:**

- Masters level degree in International Development/Law/Human Rights or related field;
- A minimum of one years' experience in the international development sector (overseas development experience is a distinct advantage);

- Proven knowledge of human rights, rule of law and development issues;
- Experience in monitoring and evaluation, particularly in donor report writing, ideally within the development context and/or to institutional donors;
- Ability to work well under pressure and to prioritise a wide range of competing tasks and meet deadlines;
- Appreciation of the aims and objectives of IRLI;
- Strong interpersonal, networking and communication skills;
- Respect for diversity and can adapt to a new culture, environment and living conditions;
- Strong team player but with the ability to also work independently; and
- Full driving license (essential)
- Adept in use of Word, Excel, PowerPoint;
- Fluent in spoken and written English.

## **6. Conditions of Service**

Travel expenses to Lilongwe, International Health Insurance and a monthly stipend of €1995 will be provided.

It will be the successful candidates' responsibility to obtain any vaccinations required before travelling. An amount of €500 for pre-departure expenses will be provided.

## **7. How to apply**

Please forward a CV and cover letter, describing how you meet the requirements set out above and why you wish to work with IRLI, to [applications@irishruleoflaw.ie](mailto:applications@irishruleoflaw.ie) by **5pm Monday 14 October 2019**.

For more information on the programme please visit [www.irishruleoflaw.ie](http://www.irishruleoflaw.ie) or contact IRLI at [applications@irishruleoflaw.ie](mailto:applications@irishruleoflaw.ie)

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