



MoWFAHRD-SWS

ADVERT

Terms of Reference (ToR) for the Position of Paralegal at the Ministry of Women, Family Affairs and Human Rights Development

1. Background:

The Ministry of Women is a governmental institution committed to promoting gender equality, women's empowerment, and protecting women's rights. To effectively carry out its mandate, the ministry requires the services of a competent Paralegal.

2. Position Title: Paralegal

- Location: Baidoa, SWSS
- Duration: 9 Months
- Position : Three
- Reporting to: Director General

3. Objective:

The Paralegal will support the Ministry of Women in legal research, documentation, case management, and advocacy efforts aimed at advancing women's rights and gender equality.

4. Key Responsibilities:

- Conduct legal research on issues related to women's rights, gender equality, and relevant legislation.
- Assist in the preparation of legal documents, including briefs, memos, and reports.
- Manage and maintain databases of legal cases and precedents relevant to the ministry's work.
- Support in the drafting and review of legal agreements, contracts, and policies.
- Assist in the coordination of legal workshops, training sessions, and outreach activities.
- Provide administrative support to legal proceedings, including scheduling meetings, preparing agendas, and taking minutes.
- Collaborate with other departments and external partners on legal matters impacting women's rights.
- Stay updated on developments in relevant legal frameworks and contribute to policy discussions.
- Any other duties as assigned by the supervisor.

5. Qualifications and Experience:

- Bachelor's degree in Law or related field. Additional certifications in Paralegal Studies are desirable.
- Minimum of [3] years of experience working as a paralegal or in a similar legal support role.
- Sound knowledge of legal principles, procedures, and practices.
- Familiarity with gender issues, women's rights, and international human rights standards.
- Strong research, analytical, and writing skills.
- Proficiency in legal research tools and software.
- Excellent organizational and time management abilities.
- Ability to work independently and as part of a team.
- Effective communication and interpersonal skills.
- Commitment to gender equality and women's empowerment.

6. Application Procedure:

Interested candidates should submit the following documents:

- Updated CV highlighting relevant qualifications and experience.
- Cover letter outlining motivation and suitability for the position.
- Contact details of at least two professional references.

Applications, including cover letter and CV should be sent to mowhrd.swss@gmail.com and copy to dg.mowfahrdsws@gmail.com with the subject line "Application for Paralegal Position - [Your Name]."

7. Deadline for Applications: [Specify deadline]

Please note: the Deadline for the position is 25/03/2024

8. Selection Process:

- ✓ Shortlisted candidates will be contacted for an interview.
- ✓ Only successful candidates will be notified.

9. Terms and Conditions:

- The selected candidate will be offered a competitive salary commensurate with qualifications and experience.
- Other benefits and allowances will be in accordance with the ministry's policies.
- The appointment is subject to satisfactory performance during the probationary period.

10. Confidentiality:

All applications and discussions related to the selection process will be treated with strict confidentiality.

11. Disclaimer:

The Ministry of Women, Family Affairs and Human Rights Development reserves the right to cancel or amend the recruitment process at any stage.

This Terms of Reference (ToR) outlines the key details and expectations for the Paralegal position at the Ministry of Women, Family Affairs and Human Rights Development.

Candidates are encouraged to carefully review the requirements before applying. Women Applicants are highly encouraged.

MoWFAHRD-SWSS is an Equal Opportunity employer.

