

## About Family Legal Clinic

### Background

Family Legal Clinic (FLC) is a registered association in the Maldives providing pro bono legal services since 2014. Our legal services are in the areas of Family Act, Prevention of Domestic Violence Act and Prevention of Sexual Abuse and Harassment Act. Several other legislations intersect our core legal service areas, including those on sexual offences, rights of the child and gender equality.

FLC runs 4 programs built upon our core values of equality, empathy, empowerment, harmony, and unity. These programs are:

- **Accessibility for Everyone:** focusing on providing free legal services
- **Empower for Change:** focusing on increasing public awareness and empowering survivors
- **Harmony for Unity:** focusing on creating healthy familial relationships and social space to engage in discourse of abuse, violence, and harassment with a view of breaking social taboo and stigma on victims
- **Partnerships for Transformation:** focusing on increasing inter-agency coordination and referral mechanisms

We are currently carrying out awareness campaigns and sessions on various laws related to gender and family issues. Check out our [Instagram](#), [Facebook](#), or [Twitter](#) to learn more.

### Office Structure and Culture

Our legal team focuses on our core legal services, holding legal consultations via telephone and Zoom, filling forms and letters on behalf of clients, and representing them in court. They also assist with facilitating legal awareness sessions alongside the Co-Chairperson and other members of the Executive Committee.

Our programs team focuses on advocacy and outreach, managing social media awareness campaigns, and developing awareness and training sessions. They also conduct research and represent FLC at various stakeholder consultations and external meetings. The programs team also assists the legal team with hotline administration and records-keeping.

FLC's work is also supported by a volunteer who assists both the legal and programs teams with administrative, research, and translation tasks. All staff and volunteers report directly to the Co-Chairperson, and in certain cases, other members of the Executive Committee.

As an organisation, FLC values hard-work, integrity, and passion for the field. Given the nature of our work, the maintenance of confidentiality is our utmost priority, and we work to ensure the safety and security of our clients.

As a team, we respect each other's personal and professional capabilities. Though we are self-motivated individuals, assisting each other and seeking support from the team when required is expected and accepted. We are committed to our work and our clients and do our best to ensure the best quality of our services and programs.

### **What we're looking for**

We are seeking a team member who is a hard worker, willing to learn, and able to seek and give assistance when necessary. We are looking for someone with integrity and a willingness to commit to the role in order to carry out their assigned duties to the best of their abilities.

***Please find the Terms of Reference and submission guidelines below.***

## Terms of Reference

**Position:** Administrative Officer (full-time)

**Location:** Male'

**Salary:** 8000/-

**Duration:** 6 months

### Requirements

FLC seeks an Administrative Officer to undertake a media monitoring project and other key administrative tasks of the organisation. The Administrative Officer is expected to work with the Executive Committee and other staff.

#### Experience and Education requirements:

- Minimum education requirements of A 'Level or equivalent certificate.
- Prior experience to working to deadlines preferred, but not required
- Prior experience in administration preferred, but not required
- Knowledge of MS Office is a must

#### Skills and Attributes:

- Excellent verbal and written communication skills
- Excellent leadership and organisational skills
- Demonstrate fluency in Dhivehi and English
- Demonstrate interest and passion in the areas of human rights and/or gender related issues
- Willingness to learn and work with a team
- Ability to meet deadlines

### Key Tasks and Responsibilities

- Carry out media monitoring project with the Programs team (news and social media monitoring to identify issues of concern within the system)
- Assist the Legal team with the administration of phone calls made to FLC's hotline
- Assist the Programs team with coordinating and implementing activities
- Administer, organise, and manage internal and external meetings and communications
- Carry out general administrative tasks of the organisation

### Commitment Hours

The Administrative Officer is expected to work full time at official working hours from 9am – 5pm from Sunday to Thursday.

## Submission Guidelines

Interested candidates should send their CV and educational certificates along with a motivation letter OR a video (in English or Dhivehi) to **info@familylegalclinic.org.mv** by **15 October 2021**.

Motivation letter: introduce yourself and answer the following question: **why do you think access to justice is important in the Maldives?**

- For English letters:
  - 300-500 words
  - Please format your document in Times New Roman 12pt, 1.5 spacing, and send it to us in PDF format.
- For Dhivehi letters:
  - 1 page
  - Please format your document in Faruma 12pt, 1.15 line spacing, and send it to us in PDF format.

Video (in English or Dhivehi): introduce yourself and answer the following question: **why do you think access to justice is important in the Maldives?**

- 1-2 minutes
- Please ensure to the best of your ability that your voice is audible in the video and the video is recorded without any background noise
- You may email us your video by attaching the file directly to the email or send us a Google Drive or YouTube link (in MP4 or MOV format). Please make sure that it is accessible.

**For inquiries and clarifications, please do not hesitate to contact us at 3331779, or send us an email at info@familylegalclinic.org.mv**