

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. 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, or to 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, confidentiality is our utmost priority in order to ensure the safety and security of our clients.

(Please find the terms of reference on the following page)

TERMS OF REFERENCE

Position: Legal Aid Officer

Location: Male'

Salary: 10,000/-

Duration: 6 months

Requirements

FLC seeks a Legal Aid Officer to administer and manage its legal aid programme. The Legal Aid Officer is expected to work with the Executive Committee and other staff.

Experience and education requirements:

- Minimum education requirements of bachelor's degree in Law or in Sharia and Law
- Minimum 6 months training or experience in the legal field
- Registered lawyer at the Bar Council
- Knowledge of MS Office is a must

Skills and Attributes

- Demonstrate excellent communication, leadership and organizing skills.
- Demonstrate fluency in Dhivehi and English.
- Demonstrate interest and passion in the areas of human rights and/or gender related issues.
- Awareness of Family Act, Prevention of Domestic Violence Act, Prevention of Sexual Abuse and Harassment Act, and Child Rights' Protection Act preferred but not required

Key Tasks and Responsibilities

- Administer, organise, and manage legal aid programme, including providing legal advice, consultations, form filling and court representation.
- Administer and manage FLC's legal aid database.
- Assist in commenting on bills.
- Assist in referral making.
- Assist in issuing written concerns and advocacy efforts by FLC.
- Assist in execution of any other activities undertaken by FLC.

Commitment Hours

The Legal Aid Officer is expected to work at official working hours from **9am - 4pm from Sunday to Thursday**.

Submission

Interested candidates should send their curriculum vitae and educational certificates, along with a cover email to info@familylegalclinic.org.mv by **4pm of 16th January 2022 (Sunday)**.