

The logo for ARTICLE 19, featuring the text "ARTICLE 19" in white, bold, sans-serif font, centered within a red, stylized banner shape that tapers at both ends.

JOB DESCRIPTION

LAW AND POLICY PROGRAMME ASSISTANT

Responsible to:	Regional Director
Key Relationships:	Senior Director for Law and Policy Programme, Senior Legal Officers, Programme and Finance Team West Africa
Remuneration:	Competitive
Working hours:	Full-time (37.5 hours a week)
Contract:	12 to 18 months Fellowship
Location:	The Gambia

JOB SUMMARY

The Law and Policy Programme Assistant (LP Assistant) supports ARTICLE 19's Regional office in West Africa to effectively implement law and policy related activities in line with the Expression Agenda, ARTICLE 19's global strategy. Under the overall supervision of the Regional Director, the LP Assistant will mainly support the implementation of programmes activities in the Gambia during the transition and work closely with the West Africa Regional team in Senegal and Gambia to strengthen operations. The LP Assistant will facilitate the smooth functioning of the Legal and policy work in the Gambia by providing administrative and legal assistance and supporting substantive research and drafting of legal material.

S/he will support the advocacy work for the reform of media and freedom of expression and access to information related laws, contribute in developing and implementing trainings programmes, support the institutional partners and others stakeholders to deliver on agreements and project activities. Additionally, s/he will support the process for the setting up of the parliament subcommittee on human rights and conduct ongoing monitoring of legal and policy developments related to freedom of expression and access to information in the Gambia to inform advocacy and communications work and the development of legal documents, analysis, policies and other materials.

KEY RESPONSIBILITIES

Project management and implementation

- Providing legal and administrative support to the Gambia operations;
- Maintaining and strengthening project files and reporting, while keeping to agreed guidelines, work plans, reporting schedules, timesheets and deadlines;
- Assisting with production of timely and compliant internal reporting, as per the annual,

- quarterly reports, monthly and donors' reports, as well as monitoring and evaluation;
- Drafting minutes and ensuring coordination and regular and timely information exchange between the Gambia operations and the regional team in Senegal;
- Assisting the external and national partners of ARTICLE 19 West Africa on legal related matters in the Gambia.

Events organisation in Gambia and elsewhere

- Ensuring a smooth, timely and effective delivery of all legal related events (including trainings, workshops, advocacy missions and conferences);
- Organising event logistics, including meeting materials, experts inputs and reporting;
- Attending events and providing legal and administrative support to the Gambia operations and event participants;
- Keeping records of financial and programmatic materials related to events;
- Liaising with relevant ARTICLE 19 staff in the West Africa office and the Gambia on tasks related to events.

Legal and advocacy support

- Contributing to preparation of the Legal materials, such as legal analysis, policies or statements;
- Assisting with desk research for the Gambia;
- Supporting the production of reports, blogs, articles and other outputs for the Gambia' related publications and webpage, social media accounts, including proof-reading, in collaboration with the Communications & Programmes teams;
- Contributing to the design and implementation of Gambia' advocacy at the national and international levels.

Other

- Contributing to maintenance and development of the Gambia and West Africa' s office legal records and library, and to the development of relevant information systems to improve institutional memory and learning;
- Undertaking other duties commensurate with the role as may reasonably be assigned by the Regional Director for West Africa.

PERSON SPECIFICATION

Education and Experience

- Educated to a degree level (LLB and BL);
- Experience working with an NGO or in administrative role;
- Experience and substantive knowledge of the Gambia legal system and international and human rights law
- Experience in litigation, drafting of legal material and supporting advocacy activities, is highly desirable.
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Skills and Abilities

- Excellent written and verbal communication skills in English;
- Highly organised, with an ability to read and analyse legal and policy documents;
- Ability to conduct research to a specific brief, checking facts using a variety of sources, and with a keen eye for detail;
- Ability to proofread documents in English to a high standard;
- Ability to multi-task, prioritise, and complete activities under time pressure;
- Good interpersonal skills and experience working and communicating with colleagues and partners in different locations;
- Self-motivation and the ability to work with minimal supervision with distance management

- Willingness to learn and work in a team
- Willingness to work, develop and strengthen partnerships with government institutions and non-state actors.

Other requirements:

- Gambian national and based in The Gambia;
- Willingness to travel to different regions in the Gambia and abroad for events as required;
- Ability to work in a multi-cultural environment and commitment to equal opportunities and non-discrimination;
- Strong interest in human rights;
- Written and spoken fluency is highly desirable
- Knowledge of one or more of the local languages spoken in The Gambia.

HOW TO APPLY

Interested Candidates should send (in English) a Curriculum Vitae; a motivation letter, an unedited writing sample of 10 to 15 pages and a list of three references who are not related to the candidate, with their full contact details to: senegalrecruit@article19.org. At least one of your references should be either your current employer or your last employer.

Closing date for applications is 31 July 2018

Only short listed candidates will be contacted. Candidates involve in activities or association which may generate a real or perceived conflict of interest or security risk with ARTICLE 19 work will not be considered.

Female Candidates are encouraged to apply.