



Legal Clinic Myanmar

Re-Vacancy Announcement

Position Title	:	Regional Head & Advocate
Location	:	Legal Clinic Myanmar, Lashio, Northern Shan State
Report to	:	Program Officer
No of Post	:	1post
Dead line for application	:	24th January, 2020 (Friday) – As soon as possible

Legal Clinic Myanmar is seeking a committed and enthusiastic individual to join with Legal Clinic Myanmar team in Lashio Office, Northern Shan State as Regional Head/Advocate. This position is full time and will report to Program Officer.

Background on the organization & Context

Legal Clinic Myanmar (LCM) is one of the first legal organizations, playing a unique role not only in promoting and strengthening the rule of law, democracy and human rights in Myanmar by providing legal awareness trainings and paralegal trainings but standing for violated and unjustly treated people, especially for women in the court and providing free legal aid services and social support for them by strengthening the cooperation with other legal organizations or law firms since 26 August, 2011 are also as the unique role of LCM.

As Myanmar is in her transition towards democratization, its constitution grants the rights of citizenship, but most citizens are unaware of their rights and how to protect their rights using legal mechanisms. Thus, LCM decided to promote citizens awareness regarding their legally protected rights and to provide legal aid services and break the silence of citizens whose rights have been violated and treated unjustly in the sectors of land, women, child, labor and internal displaced persons with the vision that “every citizen’s legal rights will be secured through the enforcement of the rule of law”.

Primary Duties and Responsibilities

This position will have responsibility to assist Program Officer for overall development and implementation of the Legal Clinic Myanmar. The Regional Head/Advocate will have the following responsibilities;

- Ensure to manage with team members and office management;
- Ensure to working allocation for related project matters;
- Plan manage, activities implementation and monitor to related project activities;
- Develop and work together with project staffs in activities planning and strategies related to project activities and legal aid issues;
- Ensure in counseling, meditation and litigation with clients;
- Manage to documenting action for Litigation, counseling with legal aid users;

- Ensure in mediation process with related courts and legal aid users;
- Ensure to networking concrete trust building and good relationship with partners and stakeholders;
- Manage and initiative for trainings, meeting, workshop, event and advocacy campaign;
- Work closely with program officer and the Legal Clinic Myanmar team to ensure the project implementation are in line with organization's value;
- Prepare and submit proper activities monthly report and case report;
- Ensure to submit the monthly expenditure report for regional office; and
- Undertake any duties assigned by supervisor.

Require Qualification and Skills

- Myanmar National;
- Minimum Degree in bachelor of Laws and hold Advocate license;
- Minimum 3 years professional experiences in related fields;
- Good interpersonal skills and effective communications skills;
- Strong organizational skills including time management;
- Ability to multiple tasks under pressure;
- Ability to use Micro Soft Office suite and Email/ internet;

Salary and Benefits

Competitive local salary with experience; related travel costs for field trips. External capacity opportunities will also be engaged depends.

How to apply:

If you are interested in applying for this position please submit with your updated Resume/CV, Cover Letter including expected salary and two references person (just name and contact) to lcm.recruitment.2017@gmail.com not later than **24th January, 2020 (Friday)**.

Only Shortlist candidates will be contacted;

This position is urgently need, so we will recruit process before dead line.

For more information about Legal Clinic Myanmar and our work please visit to <http://www.legalclinicmyanmar.org> and www.facebook.com/LegalClinicMyanmar