



Legal Clinic Myanmar

Vacancy Announcement

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| Position Title | : | Legal Aid Officer/ Lawyer |
| Location | : | Legal Clinic Myanmar, Loikaw Office |
| Report to | : | Regional Head & Advocate |
| No of Post | : | 1post |
| Dead line for application | : | 21st February 2020 (Friday) |

Legal Clinic Myanmar is seeking a committed and enthusiastic individual to join with Legal Clinic Myanmar team in Loikaw Office as Legal Aid Officer/ Lawyer. This position is full time and will report to Regional Head & Advocate.

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 Regional Head & Advocate for overall development and implementation of the Legal Clinic Myanmar. The Legal Aid Lawyer will have the following responsibilities;

- Plan manage, activities implementation and monitor to related legal activities;
- Develop and work together with Legal Manager in activities planning and strategies related to legal aid issues;
- Coordinate, legal procedure and assist the respondents who need helps in legal aid matters;
- Record and documenting action for Litigation, counseling with legal aid users;
- Ensure in mediation process with related courts and legal aid users;



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- Ensure to concrete trust building and good relationship with partners, legal aid users;
- Supporting and participate in legal trainings, meeting, workshop, event and advocacy campaign;
- Maintain strong documentation, information gathering, compiling and filing system for the individual cases;
- Work closely with Legal Manager and the Legal Clinic Myanmar team to ensure the project implementation are in line with organization's value;
- Prepare and submit proper activities report and case report;
- Undertake any duties assigned by supervisor.

Require Qualification and Skills

- Myanmar National;
- Minimum Degree in bachelor of Laws and hold Advocate license;
- Minimum 5 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 Basic Micro Soft Office suite and 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 **21st February 2020 (Friday)**.

Only Shortlist candidates will be contacted;

This position is urgently needed, so, will be recruit process before deadline.

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