



Paralegal – Senior Paralegal Terms of Reference

26 November 2018

Background

Horizon Institute is an NGO that assists governments and non-for-profit institutions to create and take advantage of development and capacity building opportunities to improve justice and governance systems. Horizon's work lies at the intersection of human rights/rule of law, institution building and locally driven development. We integrate all three approaches to promote locally driven initiatives and implement development projects that result in stronger communities.

Horizon's *Somaliland Paralegal Project* will facilitate access to justice for Somaliland's most vulnerable groups, in particular prisoners, as well as women and children in conflict with the law, by delivering basic legal education, and free legal advice and assistance, through the work of paralegals. Horizon's paralegals will work in Somaliland prisons, police stations and courts to assist persons in conflict with the law to navigate the criminal justice system. The specific aims of the project are:

1. To ensure that vulnerable persons in conflict with the law have access to advice and information about their legal rights and the opportunity to seek redress;
2. To use the evidence gathered from the work of the paralegals to inform the relevant government bodies about the impact of laws and policies and to make recommendations for improvement;
3. To create public awareness of human rights and the laws of Somaliland.

Horizon Institute invites applications to fill the positions of Senior Paralegal from candidates with the necessary qualifications and experience as detailed below.

Position

Horizon is recruiting for two Senior Paralegals. The Senior Paralegals to the Somaliland Paralegal Project will be based in Hargeisa, Somaliland with travel within Somaliland.

Duties and Responsibilities

Successful candidates will be expected to:

- Assist in coordinating and supervising the work of the paralegal team which the Senior Paralegal is leading, ensuring paralegals are organized and are carrying out their work in the field to the highest standards;

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- Assist in following up with cases of importance;
- Advise persons in conflict with the law on Somaliland law and how to use the criminal justice system, making referrals to lawyers when necessary;
- Conduct legal aid clinics in prisons and, more widely, distribute awareness raising materials to educate the public on human rights, Somaliland's laws and how to navigate the criminal justice system;
- Screen remand prisoners, juveniles and women, and other persons in conflict with the law, in places of custody and carry out a prison census;
- Trace and orient witnesses, relatives, parents/guardians and those who have stood as guarantors, of people in conflict with the law;
- Assist in organizing and managing coordination meetings for justice sector institutions working on matters under the remit of the paralegals;
- Any other tasks given.

Qualifications

Essential

- Proven ability to take initiative and lead others;
- Desire and demonstrated passion to assist Somaliland's poor and vulnerable;
- Experience working with vulnerable populations and people in need;
- Knowledge of Somaliland's law and criminal justice system;
- LLB;
- Experience in legal field;
- Native Somali speaker and proficiency in English;
- Computer literate with ability to use Microsoft Word and Excel;
- Proven inter-personal skills;
- Strong work ethic, ability to learn new skills and being a team player;
- Ability and willingness to travel within Somaliland.

Desirable

- Experience as a paralegal;
- Proven experience with project coordination and management;
- Proven experience with managing a team.

Internal applicants are encouraged to apply.

Duration of Contract: TBD

Compensation: Commensurate with experience and health benefits

Deadline for application: 8 December 2018. Applications will be reviewed on a rolling basis.

To apply please send a cover letter and a CV detailing experience, and listing three references, to recruitment@thehorizoninstitute.org