

Centre for Law and Democracy

Job Description

Legal Officer

Responsible to:	Executive Director
Starting salary and tenure:	one-year contract subject to renewal
Working hours:	full-time, 37 ½ hours per week (Monday-Friday)
Special Conditions:	Some evening and weekend work, and travel

Job Summary

The Legal Officer will undertake an exciting range of varied tasks as part of a young and growing human rights organisation with a unique mandate. These will include analysing laws to promote conformity with international guarantees of freedom of expression, information, association, assembly and the right to participate; research and writing, policy development and standard-setting; campaigning; monitoring new developments; representing the Centre at international conferences and meetings; providing training and other forms of capacity building with partners; and assisting with both international and national litigation. The Legal Officer will also contribute to the Centre for Law and Democracy generally which includes, in addition to the activities noted below, some administrative and programme development work, and maintaining the website and external communications.

RESPONSIBILITIES

1. Analysing and critiquing laws and legislative proposals from the perspective of international law and standards
2. Promoting the adoption of appropriate laws in the areas that CLD works
3. Working with local experts and NGOs both to assist them implement their strategies and to enhance their legal and analytical capacity, including through training
4. Contributing in various ways to standard-setting whether internationally or in a given country or region
5. Implementing CLD projects by helping to deliver the full range of work for projects, including reporting tasks
6. Undertaking public speaking on behalf of CLD, including at international conferences and meetings
7. Building regional networks of media law experts and promoting communication and contact between them
8. Contributing to policy development work and processes at CLD
9. Helping to develop project proposals on behalf of CLD
10. Contributing to CLD's research and publications, including by producing comparative law studies in relevant areas
11. Preparing *amicus curiae* and other types of legal briefs in legal cases and advising national lawyers
12. Undertaking such other reasonable tasks as may be assigned by the Executive Director