

JOB TITLE: LEGAL PRO BONO MANAGER

REPORTS TO: ADMINISTRATOR,

SEXUAL OFFENCES AND GENDER- BASED VIOLENCE UNIT

MINISTRY/DEPARTMENT: MINISTRY OF HUMAN SERVICES AND SOCIAL SECURITY

PURPOSE: To ensure Gender-based Violence (GBV) Survivors have access to quality, timely and efficient legal services.

KEY OUTPUTS:

- Timely and accurate legal advice and representation.
- Properly authenticated documents.
- Monthly progress and summary reports.

RANGE OF ACTIVITIES:

1. To provide supervisory support to the legal officers within the Ministry in the execution of their duties.
2. To ensure that the Ministry complies with its bilateral and international treaty obligations in a timely manner.
3. To review and provide reports on proposed legislation, international policies, and current issues.
4. To represent the Ministry on Committees, Boards, etc., in a legal advisory capacity.
5. To peruse, examine, and authenticate documents to be tendered to Court, Foreign Jurisdiction, etc.
6. To peruse and examine contracts to ensure their legality.
7. To provide legal analysis and training on the various laws relating to the Ministry to both internal and external audiences.
8. To provide legal advice to all members of the public, as the need arises.
9. To provide legal advice to the staff of the Ministry, Government Ministries/Departments, and public officials on legal matters.

10. To provide supervisory support to the Survivors Advocates within the Ministry as well as other staff within the various departments of the Ministry who are tasked with assisting/ referring GBV survivors seeking the aid of an Attorney- at-law.
11. To monitor the Survivors' Advocates who are tasked with conducting screenings of Applications for pro-bono legal services.
12. To ensure GBV survivors requiring legal services are matched with an Attorney-at-law with the best skill set to match the particular case.
13. To supervise the compiling and analyzing of information for legal pro-bono cases to produce monthly and quarterly reports on the quality of services provided by the legal pro-bono services as well as possible recommendations for improvement.
14. To ensure that the data gathered under the legal pro-bono program is safe, accurate and confidential.
15. Any other duties for the smooth functioning of the Ministry.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- An Attorney-at-Law qualified to practice in the Courts of Guyana with at least five (5) years post-graduation experience.
- Master's degree (or equivalent) in Management, Business Administration or related field.
- At least five (5) years of professional work experience in family violence, gender-based violence, gender equality programming, or another relevant programme is required.
- Technical experience in the elimination of violence against women and girls is desired.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

Decision-making and problem-solving are normally based on judicial precedents and guidelines provided by previous legal opinions of Law Officers. If faced with any difficult legal problems, the incumbent can solicit assistance from the Solicitor General or Ministry of Legal Affairs.

RESOURCE MANAGEMENT:

The incumbent supervises the Survivor's Advocates and may be responsible for cash or expensive equipment.

COMMUNICATION: Apart from all levels of staff in the Ministry, the job holder communicates with the Attorney General's Chamber as the need arises.

WORKING CONDITIONS: The environment requires working beyond the normal call of duty since the nature of GBV case management has its unique challenges.