

**Position:** Legal Advisor

**Supervisor:** Executive Director

**Work Location:** Amman

**Our Organization:**

Rasheed (Transparency International - Jordan) is a non-profit company working to strengthen the pillars of good governance that are based on integrity, transparency, accountability, and rule of law in Jordanian institutions. Rasheed (TI – JO) is the national chapter of Transparency International in Jordan.

Rasheed (TI – JO) aims to reinforce the involvement of Jordanian citizens in anti-corruption activities, protect public, private and local governance institutions against corruption, enhance the efficiency and independence of control agencies specialized in the area of anti-corruption, and strengthen the integrity of the legislative and judicial authorities.

**Advocacy and Legal Advice Centers (ALACs):**

ALACs reject the notion that people are apathetic in the face of corruption. Rather, they demonstrate that they will become involved in the fight against corruption when they are provided with simple, credible and viable mechanisms for doing so. The ALACs:

- Provide legal advice and assistance to victims or witnesses of corruption through media content
- Help citizens pursue corruption-related complaints
- Undertake advocacy for broader reform.

The legal advisor is responsible for the effective management of the ALAC.

**Specific Objectives and Responsibilities:**

- Develop effective social media campaign in coordination with “Rasheed”’s media consultant
- Design and update standardized, written protocols for provision of legal advice for law students
- Build the capacities of Law students on topics related to corruption and methods to provide legal advice and support; through legal clinics.
- Ensure coherent and consistent documentation of the ALAC project
- Conduct legal reviews and hold regular meetings with colleagues to discuss the legislative updates in Jordan.
- Ensure ALAC staff are aware of legal amendments, which might be useful for broader advocacy efforts
- Assist in policy analysis and recommendations of ALAC advocacy themes.
- Follow up on the collaboration with Jordan Integrity and Anti- Corruption Commission and other relevant governmental, non-governmental entities and donors.

**Other Responsibilities:**

- Responsible for the day-to-day legal responsibilities and providing legal advice for Rasheed’s team.

- Advises Rasheed (TI – JO) management concerning business operations, financial policies, and human resources related issues, liability, and advisability of prosecuting or defending lawsuits, or legal rights and obligations.
- Whenever requested, represents Rasheed (TI – JO) in court or any government entities.
- Follow-up on Rasheed (TI-JO) legal requirements, i.e.: Companies Control Department (CCD),
- Coordinate with competent governmental/ legal entities that are related to Rasheed (TI-JO) field of work.
- Conduct legal studies on laws, decisions, regulations, and orders of judicial bodies. Interprets laws and regulations for Rasheed (TI – JO) management.
- Examines legal data to determine advisability of defending or prosecuting lawsuit. Evaluates findings and develops strategy for presentation of case.
- Interviews Rasheed (TI – JO) management members and subject matter experts to ascertain facts of situations. Confers with colleagues with specialty in area of legal issue to establish and verify basis for legal proceeding. Searches for and examines public and other legal records to write opinions or establish ownership. Gathers evidence to formulate, initiate, or support legal actions.
- Prepares and drafts legal documents such as advocacy related documents, all types of contracts, and agreements. Prepares and files legal briefs. Prepares opinions on legal issues.

#### **Mandatory Qualifications:**

- Bachelor’s degree in Law, international Law, and/or human rights.
- Verbal and written fluency in Arabic and English.
- Good knowledge about the framework, national laws and legal procedures related to non-profit companies and anti- corruption.
- 3-7 years of experience in the non-profit, corporate, or legal field.
- Strong written communication skills, and experience in reporting, and preparing legal documents.
- Strong interpersonal skills including ability to gain trust and build relationships with clients.
- Ability to work as part of a team, as well as independently.
- Computer skills including Microsoft Word.

All Rasheed (TI – JO) employees are expected to work in accordance with the organization’s core values: transparency, accountability, and integrity.

#### **Desired Qualifications:**

- Master’s degree in law, international law, corporate law and/or human rights.
- Experience in case management for clients of Advocacy and Legal Advice Centers.
- Knowledge about international conventions related to Human Rights and Anti-Corruption.
- Excellent command of written and spoken English and Arabic

#### **Instructions:**

Please send your CV to [info@rasheedti.org](mailto:info@rasheedti.org) with a cover letter.

*Rasheed For Integrity and Transparency provides equal opportunity as well as fair and equitable treatment in employment to all people without regard to race, color, religion, sex, origin, age, disability, political affiliation, marital status.*