

**Position:** Legal Assistant/ Researcher

**Supervisor:** Legal Advisor

**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.

### **Specific Objectives and Responsibilities:**

1. Conducting research on corruption related issues, laws, regulations and other legal matters connected to the implementation of activities.
2. Improving the website content and ensuring updated information on it.
3. Support other project's in their legal matters.
4. Providing trainings, participating in workshops and other events.
5. Provide quality legal advice to clients to help them pursue their corruption related complaints:
6. Draft briefings and legal opinions.

### **Other Responsibilities:**

- Responsible for the day to day legal responsibilities and providing legal advice.
- Whenever requested, represents Rasheed (TI – JO) in court or any government entities.
- Studies laws, decisions, regulations, and orders of judicial bodies.
- Conducts legal analysis and research on various legal matters related to Rasheed (TI – JO) operation, mediate disputes whenever needed.
- Examines legal data to determine advisability of defending or prosecuting lawsuit. Evaluates findings and develops strategy for presentation of case.
- 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.
- 0-3 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:**

- Knowledge about international conventions related to Human Rights and Anti-Corruption.
- Master’s degree in law, international law, corporate law and/or human rights.

**Instructions:**

Please send your CV to [info@rasheedti.org](mailto:info@rasheedti.org). Cover Letters are highly encouraged.

*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.*