

## **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 new and growing human rights organisation with a unique mandate. These will include analysing and promoting laws which are in conformity with the international guarantee of freedom of expression, information, association, assembly and the right to participate, training, research and writing, training, policy development and standard-setting, campaigning, monitoring new developments, representing the Law Programme at international conferences and meetings, undertaking 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 work in 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 to standard-setting in a given country or region, through participating in meetings, drafting work and promoting international standards
5. Implementing projects, including ensuring that they are completed on time.
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. Producing comparative law studies in relevant areas
9. Contributing to policy development work and processes at CLD
10. Contributing to CLD's regular publications
11. Developing an international library of media laws and other relevant materials
12. Preparing *amicus curiae* legal briefs, and advising national lawyers
13. Undertaking such other reasonable tasks as may be assigned by the Executive Director