



JOB VACANCY – LAWYER

Action for Children in Conflict is looking for a **Lawyer** to lead its legal assistance and advocacy department: Kenya Children's Legal Aid Work (KCLAW), in Thika Town.

What is Action for Children in Conflict?

Action for Children in Conflict is a small Non-Governmental Organisation working in Thika since 2004, running rehabilitative and preventative programmes to reduce the prevalence of street children in Thika. Kenya Children's Legal Aid Work provides direct legal advice, tailored advocacy, training and community education to promote children's rights and to ensure that children in Thika are protected under the law.

Primary Job Responsibilities

- Leading the KCLAW legal team in its day to day legal work, advocacy, and education programmes
- Supervising, supporting and developing approximately 1-4 staff members, pro-bono lawyers and volunteers
- Guiding the team as it handles individual cases, finding pro-child solutions
- Counselling, advising and mediating between children and families, providing empowerment and hope
- Managing KCLAW's finances by administering petty cash, keeping accounts, and producing reports for the Director
- Developing new legal projects & activities
- Communicating with staff in KCLAW, in other programmes and with the Director on progress of individual children's cases and overall programmes
- Networking with community, legal, and education officials at a local, provincial and national level
- Advocating for improved children's policies and legislation at the parliamentary level
- Taking part in publicity and fundraising for organisation
- Writing funding proposals and engaging in funding initiatives & publicity to maximise the activities and service provision of the organisation
- Providing input to the Director in formulating organisation's policy, procedures and strategic direction

Skills/Qualifications/Attributes Required (Person Specification)

Essential

- Law degree & Admission to the Bar
- 3 years of experience practising law
- Financial management experience
- Experience in fundraising – writing successful funding proposals, organising fundraising events etc.
- Respect for vulnerable children and their families, putting their interests first
- Maintains discipline fairly and in keeping with Child Protection Policy
- Excellent communicator with children, parents, staff, colleagues, and the wider community
- Flexible and cooperative with team colleagues in a multi disciplinary organisation
- Competently manages conflicting priorities, works to deadlines and under a high level of pressure
- Creative, innovative & dynamic
- Effectively promotes staff development and team working

- Excellent written & spoken English
- Excellent computer skills

Desirable

- Experience working with/ supporting international volunteers
- Experience working with acutely vulnerable children & their families

How can you apply?

Please submit your CV and a cover letter (either in person or by post) detailing why you feel you would be suitable for the job (detailing how you meet the Person Specification) to the AfCiC Administrator (Nancy Wangui) at the AfCiC Main Office on 2nd Floor, Imara Plaza (next to Thika Farmer's Hotel), Thika Town. Please enclose contact details of two professional references (no relatives or personal friends). Please note we are **NOT** accepting email applications.

Closing Date: Monday 28th February 2011

Contact Details

Post: PO BOX 130, THIKA
Telephone: 067 22604/ 0724 509138

Physical Address: 2nd Floor, Imara Plaza, Thika Town
Website: www.actionchildren.org