



JOB VACANCY – LEGAL ASSISTANT

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

What is Action for Children in Conflict?

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

Primary Job Responsibilities

- Supporting the KCLAW legal team in its day to day legal work, advocacy, and education programmes
- Supervising, supporting and guiding local and international volunteers
- Handling individual legal assistance cases, finding pro-child solutions
- Counselling, advising and mediating between children and families, providing empowerment and hope
- 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
- Working as part of a multi-disciplinary team – education, economic, psychological support & social work
- Taking part in publicity and fundraising for organisation
- Producing written reports, case studies & statistics on our legal work

Skills/Qualifications/Attributes Required (Person Specification)

Essential

- Law graduate
- 2 years experience working with the law
- Detailed knowledge & practical application of the Kenyan Children's Act
- Respect for vulnerable children and their families, putting their interests first
- Creative, innovative and enthusiastic
- Excellent communicator with children, parents, staff, colleagues, and the wider community
- Excellent written & spoken English
- Excellent computer skills
- Good presentation skills
- Flexible and cooperative with team colleagues
- Competently manages conflicting priorities, works to deadlines and under a high level of pressure

Desirable

- Experience working with/ supporting international volunteers
- Experience working with acutely vulnerable children & their families
- Experience organising training and events

- Experience in fundraising – both activities and writing proposals

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: **5pm, Monday 28th February 2011**

Contact Details

Post: PO BOX 130, THIKA
Telephone: 067 22604/0724 509138 (Nancy Wangui, AfCiC Administrator)
Website: www.actionchildren.org