



Job Opportunity Wildlife Criminal Justice Program – Legal Assistant

Location:	Mpika, but with travel throughout the region
Application Deadline:	30 October 2017
Languages Required:	English
Duration of Contract:	2 years (thereafter to be reviewed annually)
Reporting:	WCPP Justice and Awareness Program Manager
Working hours:	Monday to Friday – excluding public holidays

BACKGROUND

Wildlife Crime Prevention is a Zambian based not for profit organisation that works nationally across Zambia, providing support to the Department of National Parks and Wildlife (DNPW)'s Investigation and Intelligence Units. The main goal of WCP is to coordinate closely with key DNPW personnel and NGOs working within National Parks in Zambia to secure areas of elephant strongholds and key transit routes of illegal wildlife trade.

PURPOSE

We are looking for a new legal assistant to join the WCP Wildlife Criminal Justice team. The WCJ team has been following and supporting the prosecutions of wildlife crime prosecutions in Zambia for over a year and wish to expand our team to include a legal assistant based in Mpika, Northern Province, one of the most important areas for our work. This expansion is implemented in partnership with Frankfurt Zoological Society – North Luangwa Conservation Project and with the U.S. Government.

This exciting new role will involve working with both DNPW and the National Prosecution Authority (NPA) as well as others to better understand the current application of wildlife legislation in Zambia and improve justice in the wildlife sector in Zambia.

SCOPE OF WORK

The position includes, but not limited to, the following responsibilities:

1) Courtroom Assistance

- The legal assistant will be responsible for accessing and collating information and reports from Mpika and the surrounding area on wildlife-crime cases.
- The legal assistant will build relationships within DNPW, NPA and the Judiciary including Registrars and Magistrates.

- The legal assistant will be responsible for analysing data and reporting on trends in wildlife crime court cases in order to inform suggested recommendations.
 - The legal assistant will be responsible for monitoring high profile wildlife crime cases being conducted throughout the region, attending court, liaising with DNPW officers and NPA advocates.
- 2) Training and Workshops
- The legal assistant will be responsible for organizing and leading training and workshops for partners and relevant personnel where necessary.
- 3) Reporting
- The legal assistant will be responsible for regular activity reporting to the Justice and Awareness Project Manager as well as field based partner Frankfurt Zoological Society – North Luangwa Conservation Project.
- 4) Financial Management
- The legal assistant will be responsible for their own financial management and will be required to submit a monthly expenses account.

REQUIRED SKILLS/ EXPERIENCE

- Bachelor of Laws degree from well-respected Zambian Legal Institution;
- Some experience in litigation or prosecutions preferred;
- Excellent computer skills, specifically in Microsoft office suite, expert proficiency or certification in Microsoft Excel preferred;
- Relevant experience in data collection and wildlife conservation issues preferred;
- Excellent written and oral communication skills, analytical research and descriptive reporting experience;
- Excellent attention to detail and ability to identify trends and patterns of information;
- Fluency in English required, additional language skills preferred;
- Exceptional organizational skills, ability to facilitate communication between different locations and ability work independently to meet deadlines.

TERMS AND BENEFITS

A competitive salary will be offered commensurate with qualifications, Project-related expenses incurred will be reimbursed e.g. communications and transport.

Please send by email a CV and covering letter by COB 30 October 2017 to:

Sarah Davies – Justice and Awareness Project Manager

Jobs@wildlifecrimeprevention.org

Please title your email: “Wildlife Criminal Justice Legal Assistant– Application – YOUR NAME” References are required and full background checks will be carried out. Please do NOT send additional paperwork. [Only successful candidates will be contacted by 15 November](#)