

Terms of Reference: Legal Assistant

**Location:** Livingstone (Training to be done in Lusaka).

**Duration of Contract:** One year (Renewable on an annual basis).

**Reporting to:** Justice Programmes Manager

**Languages Required:** English

**Closing Date for Applications:** 28<sup>th</sup> January 2022

## **Background**

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

## **Purpose**

We are looking for new a legal assistant to join the WCP's Wildlife Criminal Justice (WCJ) team in association with Panthera. The WCJ team has been following and supporting the prosecutions of wildlife crime in Zambia for over 5 years and wish to expand our team to include a legal assistant based in Livingstone, Southern Province. This expansion is implemented in partnership with Panthera Zambia and the US Government.

This exciting role involves working with both DNPW and NPA as well as other stakeholders to improve justice in the wildlife sector in Zambia.

## **Scope of Work**

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

- 1) Courtroom Assistance
  - The legal assistant will be responsible for accessing and collating information and reports from their respective operational areas on wildlife-crime cases.
  - The legal assistant will build relationships within DNPW, NPA and the Judiciary.
  - The legal assistant will be responsible for analysing data and reporting on trends in wildlife crime court cases 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
- 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 WCJ Justice Program Manager as well as field-based partner Panthera Zambia.

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 a well-recognised Zambian 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.

Please send your cover letter and CV (no more than 3 pages) to [jobs@wildlifecrimeprevention.org](mailto:jobs@wildlifecrimeprevention.org) by 28<sup>th</sup> January 2022 .Ensure to reference ‘**Wildlife Criminal Justice Legal Assistant– Application – YOUR NAME**’ in the subject matter. Only successful candidates will be notified. References are required, and full background checks will be carried out. Please do NOT send additional paperwork. **Only successful candidates will be contacted by 6<sup>th</sup> February 2022**