

Terms of Reference – *Pro Bono* Manager

1. Project Title

The *Pro Bono* Clearinghouse Project.

2. Project Description

A key objective of the Bar Council of the Maldives (BCM) is to strengthen access to justice in the Maldives. In order to achieve this, the BCM has been working, with the support of the UNDP, to establish a '*Pro Bono* Clearinghouse' which shall be an intermediary structure through which the general public can access *pro bono* legal services.

3. Position Description

- i. Title: Pro Bono Manager
- ii. Level: Manager
- iii. Reports to: Secretary General of the Bar Council of the Maldives

4. Scope of work

Under the guidance of the BCM, the administrative coordinator shall provide administrative support in all matters of the *Pro Bono* Clearinghouse. The tasks to be undertaken by the administrative coordinator include, but are not necessarily limited to, the following;

- i. Overseeing the daily operations of the *Pro Bono* Clearinghouse;
- ii. Managing the records of the *Pro Bono* Clearinghouse;
- iii. Acting as the first point of contact for all enquiries to the *Pro Bono* Clearinghouse, inclusive of screening calls, emails and post, and directing them to the team or responding directly as required;
- iv. Proactively supporting the development and maintenance of office processes, systems and paperwork;
- v. Managing the administration and logistics of events or trainings organized by the *Pro Bono* Clearinghouse;
- vi. Providing administrative support to the legal officer and the governing board of the *Pro Bono* Clearinghouse;
- vii. Financial administration, including but not limited to, budgets, billing and payroll;
- viii. Liaising with private practitioners and other organisations, and service seekers to carry out the functions of the *Pro Bono* Clearinghouse; and
- ix. Carrying out other administrative responsibilities, as required by the BCM.

5. Nature and term of employment

Fixed term contract of 1 (One) year.

6. Qualifications required of the administrative coordinator

The administrative coordinator is expected to fulfill the following criteria in terms of expertise and qualifications:

- i. A minimum of a masters or a bachelor's degree in administration, economics or any other relevant field that supports the scope of work;
- ii. A minimum of 5 (Five) years of professional experience working in a related field, with a minimum of 1 (One) year in a management role;
- iii. Excellent organizational skills and time management skills;
- iv. Strong leadership ability and ability to work with minimal supervision;
- v. Excellent written and verbal communication skills, in Dhivehi and English;
- vi. Excellent interpersonal and customer service skills;
- vii. Working knowledge of software such as Microsoft Office, Teams, and financial software shall be an added asset.

7. Recommended documents

Interested candidates should submit;

- i. CV (summary with broad responsibilities required; extended CV may be requested for successful applicants);
- ii. Attested copies of academic certificates;
- iii. Copies of reference letters;
- iv. Copy of National Identity Card or Passport; and
- v. Cover letter.

8. Payment terms

- i. Basic salary: MVR 18,000, prior to mandatory pension deduction;
- ii. Ramazan allowance shall be provided according to statutory requirements;
- iii. The position does not include overtime pay.