



# **COUNCIL OF LEGAL EDUCATION**

## **NORMAN MANLEY LAW SCHOOL**

### **ADVERTISEMENT FOR THE POST OF DIRECTOR, LEGAL AID CLINIC**

The Council of Legal Education invites applications from attorneys-at-law qualified to practice law in the Commonwealth Caribbean for the post of Director of the Legal Aid Clinic (the Director) at the Norman Manley Law School, Kingston, Jamaica.

The successful applicant will be expected to assume duties on **Wednesday, March 1, 2018**. The position is a full-time one and no outside employment may be undertaken without the prior approval of the Council of Legal Education. The appointment will be by contract for three (3) years in the first instance and is renewable.

### **SKILLS REQUIRED**

The Director is responsible for the administration, organization and management of the Legal Aid Clinic (the Clinic), the training of students and the conduct of legal matters. The successful applicant is required to possess the following:

- At least ten (10) years practical, professional experience as an Attorney-at-Law;
- Strong litigation experience and strong research and analytical skills;
- Good knowledge of the laws of the Commonwealth Caribbean, particularly the Laws of Jamaica;
- Strong written and verbal communication skills;
- Qualifications and/or experience in various aspects of educational pedagogy including quality assurance, teaching and learning methodologies and assessment and evaluation techniques. (These would be an asset.);
- Experience in information and communications technology with working knowledge of Microsoft Office, in particular Word, Excel and Power Point;
- Effective leadership skills coupled with the ability to be a team player;
- Strong administrative and managerial skills;
- Ability to effectively prioritize, deliver high and consistent service standards aimed at offering exemplary service to internal or external customers;
- Good human resource and personnel management skills; and
- A good understanding of general business practices and company operations.

### **THE POSITION**

The Director is accountable to the Principal for the operations of the Legal Aid Clinic(the Clinic). The duties and responsibilities of the post include, but are not limited to:

1. managing the day-to-day operations of the Clinic;
2. supervising the staff of the Clinic;
3. maintaining quality and standards in the Clinic and communicating, both internally and externally, the Law School's determination to maintain the highest possible professional standards in the performance of legal work, while at the same time ensuring that legal work

- is performed in the context of the lowest appropriate cost to the client, without compromising the viability of the Clinic and its continued performance;
4. shaping the strategic direction of the Clinic, in consultation with the Principal and implementing same;
  5. improving operational efficiencies by, amongst other things, developing procedures and policies for the Clinic, in consultation with the Principal and implementing same;
  6. developing programmes and designing and advancing specialist clinics consistent with the goals of the Clinic and the Law School;
  7. coordinating and directing community outreach activities;
  8. developing annual teaching plans and preparing teaching modules in conjunction with the Senior Tutor and tutors in the Legal Aid Clinic;
  9. monitoring students' attendance and performance in the Clinic and providing timely assessments in relation thereto;
  10. reporting on the technological needs of the Clinic to the Principal;
  11. assisting with the development and implementation of the annual Law School budget for the Clinic and ensuring prudent use of departmental budgetary resources; and
  12. performing such other duties, functions or activities assigned by the Principal.

Where appropriate, full economy class passage and baggage allowance for the successful candidate and his or her family will be paid on appointment and on normal termination of appointment.

## **THE APPLICATION**

Six (6) copies of the following documents are required:

- Letter of application
- Curriculum vitae and supporting documents
- Three (3) letters of recommendation

To be submitted no later than **November 17, 2017** to:

**THE OFFICE OF THE PRINCIPAL  
NORMAN MANLEY LAW SCHOOL  
P.O. Box 231  
Mona Campus  
Kingston 7  
JAMAICA, W.I.**

**Only shortlisted applicants will be acknowledged.**

**Information relating to salary and allowances may be directed to the Office of the Principal, Norman Manley Law School at 1-876-927-1235/1899.**

For a copy of this advertisement and/or further particulars, please refer to [www.nmls.edu.jm](http://www.nmls.edu.jm)