

## **JOB DESCRIPTION OF LEGAL ASSOCIATE**

### **TISS-LEGAL SERVICES CLINIC**

TISS , Legal Services Clinic requires a candidate with at least 3-4 years of experience in the area of rights and law relating to marginalized and vulnerable groups to undertake research and training to translate the research into advocacy agenda for policy reform. Familiarity with relevant developments in human rights law, particularly the CEDAW, and CRC will be desirable.

#### **ABOUT THE PROJECT**

The TISS legal services provide free legal advice to marginalised populations, conducts legal awareness trainings and sessions for NGOs and community based workers and develops simplified legal materials. The aim is to empower communities to access their rights by linking them to the duty bearers. The clinic also collaborates with the District Legal Services Authority to provide free legal aid for marginalised groups.

#### **QUALIFICATIONS & EXPERIENCE**

The candidate must have a demonstrated experience of research, training and writing in the area of laws and rights Key qualifications include:

1. A law degree with at least 3 years of work experience in India in relation to legal aid and laws and rights relating to marginalized and vulnerable groups.
2. An advanced qualification in law or relevant social sciences is desirable but not essential
3. Excellent research and writing skills. A record of undertaking research and writing of papers, reports, presentations will be an added advantage.
4. Good written and oral communication skills in English and Hindi and Marathi

5. Demonstrated experience with creating training modules and conducting trainings. organizing and conducting trainings in community contexts
6. A self-starter with leadership and initiative, with capacity plan ahead, keep to time lines, ensure outputs and prepare reports.
7. A team player with good inter-personal skills capable of consultative processes.
8. Ability to write simply as part of outreach and advocacy, while also skilled at serious research based writing.

### **RESPONSIBILITIES**

1. Assisting coordinator and panel lawyers at the TISS clinic
2. Assisting coordinator in the community clinic and district clinic
3. Following up cases with DLSA of the district and Mumbai
4. Helping clients with drafting or meeting authorities and accessing government schemes
5. Documentation as required
6. Researching case-laws and other related material on relevant laws
7. Undertaking research on various legal aspects
8. Support in organizing trainings
9. Preparing reports submissions for monitoring and to funding agencies.
10. Assisting in preparing research proposals, conducting research for PIL petitions, RTI etc.

The candidate will be required to support organizational and programme work as necessary, and engage with other dimensions of clinic's work.

### **SALARY**

Salary and benefits commensurate with experience and internal equity.

## **APPLICATION**

The applicant should send a CV, a statement of interest [no more than two pages] stating what the applicant brings to the position. The application must be accompanied by one sample of written work on the areas of human rights or rights relating to marginalized and vulnerable groups, and two references, one of whom is from the last 3 years of work.

Applications may be sent to:

Mr. Gautam Rajguru

Administrative Assistant TISS LSC

[rajgurug13@gmail.com](mailto:rajgurug13@gmail.com)