

SOUTH ASIA WOMEN'S FUND

Position Overview	
Title:	Junior Programme Officer (Coordination, Legal Fellowship Programme)
Organization	South Asia Women's Fund
Department	Programme
Reporting To	Executive Director
Coordinates with:	Programme Officers in India and Sri Lanka
Supervised by:	Director of Programme
Location:	India
Status:	Full-time

Overview of Organisation

The South Asia Women's Fund (SAWF) is a philanthropic organisation, committed to promoting the human rights of women in Asia. Since 2004, it has focused on 5 countries in South Asia¹, and recently expanded to 18 countries in Asia². We aim to strengthen regional women's movements through innovative grant-making to enhance capacities of women's groups and organisations. SAWF believes that promoting women's leadership, their collective voice and agency is essential to building a peaceful and egalitarian society in the region.

Job Description

SAWF has identified the continuing violence against women, and lack of access to justice as key obstacles to women's enjoyment of human rights. It initiated the Legal Fellowship programme, (LFP) in 2013, as a strategic intervention to enable the following, amongst others:

- Support women lawyers to undertake pro-bono work for women litigants or women in need of legal assistance.
- Enhance practices of women lawyers on litigation, legal research, feminist perspectives and legal praxis.
- Build a map of obstacles faced by women litigants and lawyers in accessing legal systems and justice in South Asia

¹ Bangladesh, India, Nepal, Pakistan and Sri Lanka; (recently added: Afghanistan, Bhutan and Maldives)

² Cambodia, East Timor, Indonesia, Laos, Malaysia, Mongolia, Myanmar, Philippines, Thailand, and Vietnam

- Promote transparency in the methodology adopted by legal systems in the region in adjudicating women's human rights in particular, to enable greater scrutiny, challenges and reform of the system.

At present the programme includes 22 women lawyers across 5 countries. Given its continuing growth, and the need for support being articulated by the Legal Fellows, SAWF requires a dedicated person coordinating and over-seeing the implementation of the program, particularly given the varying needs of the legal fellows.

The tasks would include:

- Strengthening and enhancing the expansion of the Legal Fellows programme, both in terms of conceptualisation and geographical coverage.
- Work with identified experts and advisors to ensure deeper conceptual clarity for the fellows and the programme team, as well as strengthen the capacity of the fellows in their articulation of human rights and their litigation work.
- Identify issues from the work of the Legal Fellows- obstacles and otherwise, as areas of research and analysis, develop concept notes for such work, and support identified consultants to undertake it.
- Coordinate, collate and maintain the agreed work plans of the fellowship program, and each individual fellow, supervise its implementation on a regular basis, ensuring discussion on challenges and gaps in the system.
- Undertake regular communication with the legal fellows, and their mentors where identified and necessary on a monthly basis, so as to provide support in implementing the work plan.
- Maintain records of all the monthly, quarterly and annual reports, including the research and litigation undertaken by the fellows, in a manner as to facilitate easy analysis of the raw data, in terms of identifying obstacles and opportunities in adjudicating women's human rights.
- Coordinate with Director of Programmes, the Programmes team and the Communications team member to ensure all information related to the programme is updated on a monthly basis, in a manner to be made available to a wider audience, including on the web portals.
- Work closely with the expert consultants on the programme, especially on the web-hosting project, to ensure information is made readily available.
- Work with the fellows and experts to identify areas of critical work and engagement

of the regional fellowship in undertaking litigations, including collective and public interest litigations.

- Support the fellows in enabling greater understanding of the legal intervention and the potential of law as a tool for reform and accessing human rights for women.
- Facilitate open dialogue spaces in the region, and with other networks of lawyers, to support strengthening and bringing together of the fellowship programme with more substantive themes. Facilitate internal processes in the LFP to support mutual learning and accountability, including sharing of challenges and strategies.

General

- Prepare a work plan on the basis of the JD and the projects in hand, which will be finalised with the team, along with monthly goals and processes
- Ensure daily signing in with the Executive Office and the Administrative hub. Interact with the team, to support their work, in particular with regard to the Access to Justice, as well as the Strengthening Feminist Voices programmes.
- Support the team in strategic thinking, and provide legal information, ideas and some legal research, as and when required.
- In addition to all tasks listed above, undertake any other task or work as directed by the Executive Director to serve the objects and purposes of SAWF.

Core qualifications/competencies

- A degree in Law, a secondary degree/diploma in human rights law would be an asset, with experience in legal research
- 2-4 years experience in litigation, at a primary or higher level of courts
- 2-4 years experience of working with women's groups and donor organisations in South Asia will be an advantage, particularly those working on Access to Justice
- Ability to write and edit documents, and meet deadlines
- Statistics management would be an added advantage
- Excellent writing skills, particularly in English, is essential
- Knowledge of a second regional language³ will be an added advantage
- Must be willing to travel in the region and internationally
- Familiarity with the region and its philanthropic traditions would be an advantage

³ Bangla, Hindi, Nepali, Sinhala, Tamil and Urdu

Terms and Conditions

- This is a full time position
- All other terms and conditions will be as provided in the SAWF HR manual.
- The remuneration will be commensurate with experience and work at hand
- The JPO will present a work plan in the first month of joining, with clear details on travel, desk review and outreach to Legal Fellows
- The JPO will be supervised by the Director of Programmes, and report to the Executive Director
- SAWF will undertake all expenses related to travel, boarding and lodging as well as all expenses related to the research implementation, and sharing meetings in line with the agreed work plan