AFS Interculture Ghana

POSITION : Intern

ORGANIZATION NAME (CPO):  Legal Resources Center LRC

CITY AND PLACE : Ghana, Accra

CONTRACT DURATION:  12 weeks

Legal Resources Centre is a non-governmental organisation with significant community-based grassroots initiatives. The LRC develops human rights capacities within communities where it works so as to ensure social progress and development through the instrumentation of law, justice, development and good governance.

POSITION AND JOB DESCRIPTION: PROJECT SUPPORT OFFICER

The intern will assist the Project Coordinator to co-ordinate activities within a project. He/she will have additional responsibility to work collaboratively with other officers in field activities. He/She will:

a) Attend and collaboratively participate in regular internal project meetings.
b) Carry-out sections of the work plan as designed by the Project Coordinator
c) Prepare and circulate all documentation for collaborative learning
d) To lead sections or portions of the work plan.
e) Arrange for access to various forms and material by partners and clients.
f) Co-ordinate project planning on a sub-activity level, as well as conduct research on community mobilization, human rights education, advocacy and other topics as required.
g) Exemplify leadership to all other team-members in the field
h) Report regularly to the Project Coordinator, as well as the Programs Officer on progress, challenges and issues on the project.
i) Attend the Ghanaian court to familiarize herself with Ghanaian legal systems

RESPONSIBILITIES:

Under general supervision, the INTERN participates in the provision of LRC services

MOST CHALLENGING/DIFFICULT PARTS OF THE JOB:

a). Maintaining the highest level of professional standards in dealings with LRC clients (legal aid clients, government officials, parliamentarians, donors etc).
b). Maintaining the highest level of legal professional standards.
c). Doing cutting-edge legal, human rights and advocacy research.
d). Ability to operate simultaneously at the highest levels of policy making as well as at the grassroots level.