

KINGSTON LEGAL AID CLINIC LIMITED

POSITION – EXECUTIVE DIRECTOR

The Duties and Responsibilities of the Executive Director include:

- Representing the Clinic's clients in the various Courts of Jamaica;
- Being the Managing Director of the Clinic, entitled to approve all operational activities of the Clinic with the overall supervision of the Board of Directors;
- Managing the work of the staff, professional, para-legal and ancillary of the Clinic;
- Providing monthly reports on the operation of the Clinic to the Board of Directors;
- Representing the Clinic on the Board of Directors of the Legal Aid Council, and any other organization, as requested by the Board of Directors of the Clinic;
- Performing any other duties as may be assigned by the Board of Directors of the Clinic.

Qualification and Experience:

- Attorney-at-law with at least 7 years' experience;
- Management experience;
- Dedication to access to justice.

Applications accompanied by résumés should be submitted no later than Tuesday, 31 March 2020 to:

Chairman,
Board of Directors,
Kingston Legal Aid Clinic,
131 Tower Street,
Kingston

or

Email: Inga02009@live.com