

TERMS OF REFERENCE

Legal Research & Communication Assistant

Vacancy Code: LRCA-ICT-006

Location: Islamabad

Type of Contract: Consultant

Contract Start Date: ASAP

End Date: 30 April 2022

1. Organisational Context

Group Development Pakistan (GDP) is a Pakistani non-profit organization registered under Society's Act 1860. GDP believes in a democratic and humanistic society in which the most important stakeholders-children-are acknowledged, respected and protected from violence, abuse and discrimination. GDP follows a holistic, child focused, eco-friendly and human rights-based approach.

2. Role Summary

Legal Research & Communication Assistant role is part of the youth training and development program and giving back to society. The candidate should be a broad-minded, dynamic, human rights dedicated and energetic youth who favours team and quality work. Under the supervision of **the Reporting Coordinator**, the Legal Research & Communication Assistant will work in close coordination with the reporting coordinator, the communication manager and the Executive Director. He/she will prepare and support legal research, reports drafting, develop thematic/policy briefs, prepare PowerPoint presentations for meetings with high-level government officials, proposals, case studies, reports, concept notes. The position will be based in Islamabad, Head Office.

3. Reporting

Line Manager: The **Legal Research & Communication Assistant** will report to the **Reporting Coordinator**

Key Internal Stakeholders: Executive Director, Communication Manager

4. Essential Duties and Responsibilities

The **Legal Research & Communication Assistant** will be delivering the tasks outlined in the role summarized below, in collaboration with the GDP team:

Resource Mobilization to promote and protect child rights:

- Assist in human-rights based resource mobilization activities via (i) drafting concept notes/proposals; (ii) drafting external and internal meeting briefs;
- Assist in drafting strategic papers, provide inputs for periodic reports, and assist in the preparation of briefings for senior management and high-level government officials.

Technical Write-ups (Policy Brief) to promote and protect child rights:

- In collaboration with the **Reporting Coordinator**, develop a range of human-rights based high-level quality communication materials, such as blogs, news articles, featured stories, success stories/case studies, policy briefs, research portfolio, Info kit, country program highlights.
- Assist GDP's higher management in producing technical write-up for events;
- Draft presentation for high-level government official meetings
- Ensure quality of papers presented in events and on social media;

Communication:

- Assist the Communication team in managing social media handles of GDP whenever required.

Note: Secure corporate accounts by practicing and maintaining good password hygiene for all the GDP's social media handles and website. Keep the passwords protected, secured, and highly confidential.

Perform other duties as required by the line manager and executive director.

4. QUALIFICATIONS AND SKILLS

- **Qualifications:** graduates in law or/and human rights
- **Experience:** Experience in drafting policy brief and research will be an advantage
Knowledge of development of policy briefs/technical notes related to GBVAWG (rape, child marriage, and reformatory justice to counter)
- **Skills:**
 - Excellent command over **English** (written and oral) is essential.
 - Good interpersonal communication skills, ability to behave politely and positively within stressful and challenging situations, very autonomous and able to conduct positive criticism and self-evaluation, result-oriented, proactive and reactive person able to adjust quickly to cross-cultural work environment and personalities.
 - Gender sensitized, and human rights awareness is essential. Understanding of child justice, child rights and protection is an added advantage.
- **Competencies**

The following are the key competencies required to be successful in this role

 - Time Management
 - Personal relationship
 - Coordination
 - Honesty
 - Professionalism

5. How to apply

Due to urgency, the position needs to be filled at the earliest. CVs will be reviewed on a rolling basis and filled before the deadline. Interested candidates are requested to send their CV and application to hr@gdpakistan.org at the earliest, clearly mentioning the vacancy code in the subject title of the mail. Women, non-binary persons, minorities, and differently-abled persons who fit the criteria are encouraged to apply.