VACANCY NOTICE
Open to Internal & External Candidates

Position: Legal/Human Resource Assistant
Location: Abuja.
Type of Appointment: Full Time
Closing Date: 7th August, 2019

BACKGROUND
CLEEN FOUNDATION (formerly known as Centre for Law Enforcement Education) is a non-governmental organization based in Abuja and established in January 1998 with the mission of promoting public safety, security and accessible justice through the strategies of empirical research, legislative advocacy, demonstration programmes and publications, in partnership with government, civil society and the private sector. Since its establishment in the country in 1998, CLEEN has greatly encouraged the development of the Security and Justice sectors through Capacity building programs, Accountability and justice programs, Local and international research initiatives, Public safety and security interventions, Community resilience and peace building efforts and through promotion of human rights and the rule of law in partnership with Civil Society Organisations, Government agencies, Media organisations and developmental partners.

In view of its quest for expansion, productivity and actualization of its strategic plan and program objectives, CLEEN Foundation is currently recruiting and searching for experienced, resourceful and proactive officers to join its team and fill the position below:

Qualifications
The candidate must possess:

- An LLB, BL degree and a minimum of 5 years post Call to Bar working experience.
- Relevant qualification in Human resource or good knowledge (either by study or work place experience) of Human Resources Management.
- Excellent communication, interpersonal skills and ability to operate with little or no supervision.
- Good team leadership qualities with excellent relationship management skills.
- He/she must be computer literate with a good knowledge of Micro soft office tools.
- A good knowledge of corporate & labour law and an ability to draft legal documents.
- Ability to liaise with external legal and regulatory bodies on company matters.
- Membership of Institute of Personnel Management of Nigeria will be an added advantage.
General Responsibilities

- Offer legal advice and support to legal related projects or task in the organization.
- Draft and review letters, contracts and all legal documents for the organization and ensuring that all contract terms submitted represent the best interest of the organisation.
- Identifying legal requirements and government regulations affecting human resources and ensure policies, procedures and reporting of the organisation are in compliance.
- Review new contracts or amendments to existing contracts prior to execution by management.
- Assist in the resolution of legal matters and advise management on any arising legal issues.
- Liaise with government agencies and all external contractors on any legal or statutory issues.
- Draft, review and implement HR policies and procedures for the organisation.
- Ensure and maintain an accurate filing system for proper staff documentation.
- Support new staff recruitment, on boarding and induction of staff.
- Support trainings for all staff at various levels for continuous employee development.
- Organise Employee Performance Appraisal with head of Institutional services department.
- Support in the manage of other employees' issues within the organisation.
- Continuously ensuring and safeguarding the interests of the organization and the employees as far as statutory requirements are concerned.
- Other related and administrative issues as may be assigned by management.

Core Values

- Respect for human rights
- Integrity
- Professionalism
- Accountability & Transparency
- Innovation

Functional Competencies

- Strong organizational skills and flexibility
- Being action-oriented, self motivated, responsible and willing to take initiative.
- Excellent interpersonal skills within a multi-racial and cultural context.
- Creative and strategic thinking
- Good use of discretion where necessary
- Excellent writing skills
- Having an eye for detail and ability to work under work pressure of deadlines.
- High level confidentiality disposition.

Method of Application

Applicants for the respective positions above must email their CVs (Max 3pages, Word) with a cover application letters to: searchcommittee@cleen.org using the “Job title” as the subject of the mail.