



The Malawi Legal Aid Bureau, established under the Legal Aid Act of 2010, is a national public institution mandated to provide legal aid to persons with insufficient means. In a bid to provide quality legal aid service to the nation, the Bureau invites applications from qualified candidates to fill the following vacant posts:

Vacancy Number	:	LAB/1/22
Title	:	Personal Secretary (1 Post)
Grade	:	Grade I
Responsible to	:	Deputy Director
Salary	:	salary range of Grade I in the Legal Aid Bureau
Duty Station	:	Lilongwe Headquarters Office

Duties

- a. Maintaining appointments diary
- b. Arranging meetings
- c. Opening files and filling official documents
- d. Taking dictation in shorthand and transcribing it
- e. Handling incoming and outgoing mail
- f. Making travel and accommodation arrangements
- g. Typing various correspondences
- h. Any other duties assigned from time to time

Qualifications and experience

- a. Degree in the relevant field from a recognized institution
- b. 110-120 words per minute shorthand
- c. 50 words per minute typing or advanced typing certificate
- d. Experience in an assignment of similar nature

Vacancy Number : **LAB/2/22**
Title : **Assistant Legal Aid Officer (3 posts)**
Grade : **Grade K**
Reporting to : **Legal Aid Officer**
Salary : **Salary range of Grade K in the Legal Aid Bureau**
Duty Stations : **Blantyre, Lilongwe and Mzuzu**

Duties

- Interview and take statements from persons seeking legal aid
- Draft legal documents and assisting in drafting legal opinions, court documents, among others
- Provide limited legal advice to persons of insufficient means.
- Provide legal literacy services to the general public
- Accept service of legal documents and filing case documents in Court.
- Compile Quarterly returns in Civil and Criminal cases
- Keep cases organized by establishing and organizing files, monitoring calendars, meeting deadlines, documenting actions, putting information into file database and case management software, confirming case status with Legal Aid Advocates
- Help develop cases by maintaining contact with people involved in the case, scheduling depositions, preparing and filling summons and other court documents, drafting complaints, preparing and filing discovery requests, generating status reports
- Keep clients informed by maintaining contact, communicating case progress
- Enhance trial proceedings by organizing evidence, preparing exhibits, scheduling witnesses, ensuring that witnesses are ready when needed, taking courtroom notes
- Supervise Process Servers and advise on their needs; and
- Attend to any other duties assigned by superiors from time to time

Qualifications, Knowledge and Experience

- Diploma in Law or Legal Studies from a recognized institution

Vacancy Number : **LAB/3/22**
Title : **Process Server (1 post)**
Grade : **Grade P**
Reporting to : **Assistant Human Resource Management Officer**
Salary : **Salary range of Grade P in the Legal Aid Bureau**
Duty Station : **Lilongwe Headquarters Office**

Duties

- Collecting mail from the post office
- Collecting files from office and deliver them to the officer concerned
- Cleaning offices
- Making tea for officers
- Registering in and outgoing mail
- Keeping keys for offices
- Any other duties assigned by officers from time to time

Qualifications, knowledge and experience

- Malawi School Certificate of Education (MSCE)
- Should have a valid riding license for motor bikes
- At least 2 years' experience carrying out similar activities in a busy institution

Mode of Application

Interested candidates should submit application letters, Curriculum Vitae with three (3) traceable referees and copies of professional certificates to the following address:

The Director
Malawi Legal Aid Bureau
1st Floor Shire Building, Off Paul Kagame Road,
P.O. Box 675,
Lilongwe.

Or Email to: info@legalaidbureau.org

All applications should reach the Director not later than 5:00 pm on 23rd December, 2022