



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/1/23
Title	:	Assistant Legal Aid Officer (2 posts)
Grade	:	Grade K
Reporting to	:	Legal Aid Officer
Salary	:	Salary range of Grade K in the Legal Aid Bureau
Duty Stations	:	Lilongwe

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

Mode of Application

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

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

All applications should reach the Director not later than 5:00 pm on 18th October, 2023.