


<b>Position</b>	<b>Legal Advisor/Prosecutor</b>	
<b>Location</b>	Lilongwe (but with a nationwide remit)	
<b>Division</b>	Conservation Justice	
<b>Reports to</b>	Head of Law and Policy	
<b>Full/Part Time</b>	Full time (40 hours /week)	
<b>Permanent/Fixed Term/Casual</b>	Fixed term – one year (with option for extension)	

The Legal Advisor (LA) reports to the Head of Law and Policy, who in turn reports to the Technical Director. The LA works collaboratively with the Head of Law and Policy and external project partners (including Lilongwe Wildlife Trust's (LWT) retained lawyers and government legal officers).

**Core duties and responsibilities include:**

- To review selected wildlife and forestry crime prosecution dockets and advise on any existing gaps in evidence and advise on the correct charges to be proffered; provide consistently high-quality legal advice on cases remotely and during pre-trial meetings; demonstrate a sound knowledge of criminal law and criminal procedure.
- In collaboration with the Head of Law and Policy, the court monitors and the M&E officer, monitor the progress of wildlife and forestry crime prosecutions and ensure that court cases are effectively managed and concluded in a timely manner.
- To collaborate with personnel from DNPW, MPS, FIA, MRA, Immigration Department and ACB, and provide guidance on evidence gathering, evidence security, correct charges and just and fair sentences, relevant criminal procedures to be adhered to by the various entities when handling wildlife and forestry crimes in their respective roles.
- Review legal tools, SoPs, policies and other guidance related to the role, that may be developed by LWT and/or partners for use by various stakeholders.
- Line management of two court monitors.

**Case management**

- Review selected cases to be tried at the Magistrates/High courts, assess – according to criteria developed within the programme - whether the case needs to be monitored only or to be supported by an external counsel.
- Interpret and apply legislation, rules and precedent; to exercise judgement, evaluate and assess the quality and sufficiency of evidence, the appropriateness of charges.
- Assist in preparation of disclosure packages for filing with court and service on defendants.
- To convene, guide and support pre-trial meetings with external counsel, investigators and witnesses.

**Case strategy**

- Advise on the best way to present cases in Magistrates and High courts including those of a complex, serious or sensitive nature.
- Advise prosecutors on the following issues:
  - Considerations when making responses to bail applications
  - When to change a previously agreed course of action
  - Decide on what charges to proffer against accused persons
  - How to salvage a case when damage has been done or been realized in the course of a trial
  - Choice of witnesses in a case to ensure that a conviction is secured
  - Presentation of various forms of evidence before court
  - How to deal with defence tactics that tend to delay progress of matters
  - Crafting submissions at different stages of the trial
  - When to make forfeiture applications

### **Collaborating and partnering**

- Deal effectively and persuasively with a wide range of people, both within and outside LWT, as part of a multi-skilled team and on an individual basis, in order to ensure effective and successful prosecution of cases.
- Establish own credibility and earn respect through a depth of legal and procedural knowledge and influence others on the basis of that knowledge.

### **Finance management**

- Manage Court Monitors' budgets and ensure full accountability of all finances under the LA's direct supervision.
- Submit all receipts and other financial records to accounts team in a timely and professional manner.

### **Administration**

- Collaborate with the Head of Law and Policy to produce monthly progress reports.
- Assist the Head of Law and Policy in developing project reports.

### **Capabilities, competencies and work experience requirements**

- Degree in law from an accredited institution
- Valid Legal Practitioner's License
- Considerable (5 years) demonstrable experience in legal practice within Malawian courts
- Demonstrated experience of managing organised crime cases
- A dedication to wildlife conservation and welfare
- Analytical and organisational skills
- Outstanding problem-solving ability
- Able to work independently and carry out assignments to completion
- Demonstrable experience managing and working in partnership with other organisations, including government partners
- Excellent computer proficiency (Microsoft Office including Word and Excel)
- Excellent verbal communication and report writing skills
- Demonstrable experience in working well under pressure and meeting deadlines, while maintaining a positive attitude and maintaining exemplary standards
- Fluent English and Chichewa (written and spoken)
- Physically fit and able and willing to travel for long distances
- Clean driving license and willing / able to self-drive.

### **Application information**

- Please send application with covering letter and CV to [applications@lilongwewildlife.org](mailto:applications@lilongwewildlife.org)
- Closing date for applications is 24 November 2023
- LWT reserves the right to re-advertise if no suitable candidates are found
- LWT is an equal opportunities employer