

Law Professional Support Intern Job Description for Logistics and Admin Unit (JD)

Job Title:	Law Professional Intern
Department:	Logistics and administration unit
Location:	Addis Ababa
Terms of employment	Six months
Required number	One
Reports To:	Logistics and administration manager
Input time:	5 days from Monday - Friday
Deployment date:	June1/2023

Summary of responsibilities

- Law professional intern will support logistics and admin manager, on standardizing process of being used contract agreement, formats, templates, memorandum of understanding, outgoing client corresponding letters, different operational checklist and other operational working tools.
- The main objective of the position is to understand and observe what being a legally required terms and articles are contained on each contractual agreement and other documents and fulfill the missing legally required terms and put in standard templates.
- The day to day task may include drafting, reviewing and editing process all contractual documents, observe from legal point of view, make some modification and articulate in a very understandable way, get legal advisor comment and put together to be used as living document

Key responsibilities

- Assist logistic and admin manager and other team members on all aspects of contractual agreement and other template modification and organize in standard way
- Assist logistic and admin manager in organizing and drafting different logistics and admin related functional unit's standard operational procedure, memorandum of understanding; client corresponding letters and other legal paper works like incident and accident case files, waive approval and evidence records templates .
- Identify legal related gaps and implementation area needs and provide possible advise to logistics and admin manager to fill the gaps .
- Effectively utilize the Amref information management system, HR information system and other financial platforms (ERP)
- Undertake other duties that may assigned by log and admin management unit on standardization process of other operational management sections .

Qualifications and Competencies

- First degree graduate from law school with non- working experience.
- Theoretically good legal matters working capacity and understands commercial and contract management law.

- Excellent oral and written English language communication skills; who can able to articulate and standardize legal related document in a very simple and understandable way.
- The required person would be positive attitude, flexible mind, highly motivated, and strong interpersonal skills, and comfortable to work in multi-cultural setting.
- Ability to produce and draft and analyzed the given assignment and deliver on a timely manner.