



## **PROJECT ASSISTANT- National Schools Moot Court Program**

### **REQUIREMENTS:**

An LLB degree or equivalent qualification. Demonstrated previous experience of coordinating and implementing a moot project at tertiary level would be an added advantage.

### **KEY OUTPUTS:**

The project assistant will implement the operational tasks pertaining to the National Schools Moot Court Program in a timely and effective manner, by assisting the implementing team in the following:

- Successful administration and implementation of the 2022 project,
- Engage with current and identify new strategic stakeholders,
- Develop Agreements of Cooperation with new partners,
- Convene stakeholder engagements, meetings and provide secretariat support to key project committees,
- Develop an analytical narrative report and assist in accounting on the expenditure,
- Develop the 2023 problem statement and resource pack and,
- Perform any other relevant tasks as may be required regarding the project.

### **TERM OF OFFICE AND REMUNERATION:**

This appointment is for a period of seven (7) months

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