



## **THE NATIONAL HUMAN RIGHTS COMMISSION**

**National Secretariat, Kotu (Opposite DSTV), KSMD  
Telephone: 4461713 / 4461717**

### **VACANCY ANNOUNCEMENT**

Established by the National Human Rights Commission Act 2017, the NHRC is mandated to promote and protect human rights in The Gambia.

Applications are invited from suitable candidates for the following positions:

- 1. Legal Officer (2 vacancies for Head Office)**
- 2. Regional Legal Officer (1 vacancy for North Bank & Lower River Regions to be based in Farafenni)**

The successful applicants will work within the **Legal and Investigation Directorate** of the NHRC and report to the **Director of Legal and Investigation**.

### **DUTIES AND RESPONSIBILITIES**

1. Undertake client screening and complaints handling for victims and other complainants seeking redress for human rights violations;
2. Promote proactive resolution of complaints on human rights violations;
3. Work with Investigating Officers in all investigations of human rights violation to ensure that complaints are resolved promptly as per the mandate of the Commission;
4. Refer complaints that fall outside the mandate of the Commission to appropriate agencies for resolution and do the necessary follow ups;
5. Assist in preparing training programmes and facilitating workshop for Civil Society Organizations, State actors and other stakeholders;
6. Prepare legal opinions and reports on complaints received;

7. Assist in monitoring compliance with human rights standards in prisons and other detention facilities;
8. Organize, plan and implement programme activities such as human rights clinics, radio talk shows and public for a to create awareness amongst members of the public;
9. Assist in the preparation of Advisory Notes and relevant reports of the Commission, including the annual State of Human Rights Report;
10. Review Bills & Legislation impacting on human rights and advise the Commission and relevant institutions;
11. Attend court when assigned in matters where the Commission is a party to or has an interest in;
12. Perform any other official duties assigned that commensurate with the post;

### **QUALIFICATION & EXPERIENCE**

- Bachelor's degree in law from a recognized university. A post graduate degree in Human Rights and Barrister at Law (BL) qualifications would be an added advantage;
- At least four (4) years' work experience for a Bachelor's degree holder or two (2) years for a Master's degree holder;
- Experience in legal research, investigation and advocacy or related work would be desirable;
- Not have been involved or associated with any questionable activity or matter connected to the subject matter of the Commission's mandate;

### **ESSENTIAL SKILLS**

- Strong computer skills especially in Microsoft packages such as word, excel and PowerPoint;
- Great attention to details;
- Possess excellent written skills including report writing and verbal communication skills;
- Excellent report writing and oral communication skills in English;

- Must be result-oriented, organized, a team player able to work under pressure and deliver quality work within tight deadlines;
- Professional with utmost regard for confidentiality and customer service-oriented;
- Fluency in at least two Gambian local languages;
- Capable of leading and facilitating high-level stakeholder engagements;;
- Experience in preparing workplans and budgets is an added advantage;

### **IMPORTANT INFORMATION FOR APPLICANTS**

Deadline for submission of Application: **Friday, 5<sup>th</sup> September 2025 at 12pm.**

**Remuneration:** A competitive compensation and benefits package will be offered to the successful candidates. The Regional Legal Officer position attracts a higher remuneration package.

Applications along with relevant supporting documents including names and contact details of two referees and clearly marked either “**Application for Legal Officer or Regional Legal Officer**”, should be addressed to: **Executive Secretary, National Human Rights Commission, National Secretariat, Kotu** - Google Code: **C7WR+WFQ**. Applications can be submitted either in person at the National Secretariat or via email to: [advert@gm-nhrc.org](mailto:advert@gm-nhrc.org)

**Late or incomplete applications will not be considered. Prior to issuance of an offer letter to the successful candidate, a reference check will be conducted.** Due to the high volume of applications expected for the positions, only shortlisted candidates will be contacted. ***The National Human Rights Commission is an equal-opportunity employer.***

***NB: Only applications either hand-delivered or sent by email would be accepted.***