



TERMS OF REFERENCE

BACKGROUND

The Arab Center for the Development of the Rule of Law and Integrity **ACRLI** (www.arabruleoflaw.org) is an Arab regional, non-governmental and non-profit organization, founded in 2003 by a group of judges, specialists, lawyers and academics from Lebanon and other Arab countries.

The Center was established to participate with other similar organizations aiming to develop and reinforce the rule of law and integrity and good governance in the Arab countries, based on the respect of civil and human rights and sound democratic practices. The Beirut headquarters works in collaboration with its branches and affiliates in the Arab Countries, as well as with other regional and international organizations and various NGOs in the Arab world.

I. TASKS AND RESPONSIBILITIES:

Under the guidance of the Project Manager, the Project Assistant shall assist the Project Manager in the overall management of the project. More specifically, he/she shall perform the following tasks:

1. Assist in managing the implementation of the project work plan and ensure the proper internal flow of information among different components of the project's structure.
2. Maintain communication with the various experts and provide continuous feedback on the work mechanism and project execution.
3. Provide organizational support to the organization of project events: This includes, but not limited to, (i) ensure the timely implementation of the project activities; (ii) communicate with the various concerned parties for close operational support; (iii) assist in the logistical activities of the various events (list of participants, banner, etc...).
4. Undertake the research activities needed for the good implementation of the project.
5. Assist in the preparation of the various report, as well as in monitoring the various project activities and reporting on the progress of the project according to the monitoring and reporting system.
6. Maintain the project filing and deliverables under the direction of the project manager;



II. QUALIFICATIONS AND EXPERIENCE:

1. Degree in law, political sciences or related fields.
2. Work experience in the legal field and related project management and implementation.
3. Excellent written and oral communication skills.
4. Excellent legal research capabilities.
5. Excellent inter-personal skills and the ability to work with teams.
6. Fluency in Arabic and English.
7. Computer skills include M.S. Word, Word, Power Point, and Internet.