

JOB DESCRIPTION



OPENING FOR: CONSULTANT-LAWYER

NAME OF THE PROGRAM: PREVENTION OF VIOLENCE AGAINST WOMEN AND CHILDREN

ROLE REPORTS TO: PROGRAM OFFICER

JOB LOCATION: DHARAVI

THE PROFILE

Lawyer will provide legal consultation and support services to clients approaching the counselling centres of SNEHA and hospital counsellor's. Lawyer will also represent women in Family Court, Bandra Court, Sewri and Bhoiwada. Lawyers role will be to provide legal aid to SNEHA's women survivors of violence and support for legal proceedings & representing cases of Protection of Women from Domestic Violence Act 2005 (PWDVA) in court. Specific areas of responsibility include filing of mutual consent Divorce, sending notice to opposite party, legal drafting, record review, documentation and reporting. Support Counsellors in police procedures. The post also includes facilitating legal trainings for SNEHA beneficiaries.

ROLE DESCRIPTION

The post-holder will have a crucial role in supporting women through pre – litigation and working towards bringing justice to women and getting relief orders. The Lawyer should possess an understanding of gender, violence against women and children, and substantial experience in handling PWDVA, POCSO & sexual assault cases. The lawyer will also actively coordinate with District Legal Aid Services Authority (DLSA) for the cases. The Lawyer will report to the Legal Coordinator, and coordinate for cases with other team members as and when required.

DUTIES AND RESPONSIBILITIES

- Preparing women for pre – litigation work
- Getting relief orders
- Preparing for court statements
- Representing women in court
- Support team members for police & court procedures
- Documentation of the cases handled in Commcare
- Facilitating legal training sessions
- Monthly reporting of the work.

PERSON SPECIFICATION REQUIREMENTS

QUALIFICATIONS AND EXPERIENCE

- Educational qualification: L.L.B & Master degree in Law will be additional benefit.
- **At least 5 years of legal practising experience.**
- Oral and written command of Marathi, Hindi & English
- Experience in handling Domestic violence cases.

PERSONAL ATTRIBUTES

- Achievement mind-set and an eagerness to take initiative.
- Effective communication, personal and interpersonal skills.
- Ability to manage change and diversity.
- Enthusiasm for community engagement.
- Sound values and work ethics.

APPLICATIONS

Interested candidates can send their CVs via email to suchita.yadav@snehamumbai.org
OR recruitment@snehamumbai.org with Subject line: PVWC- **Consultant Lawyer**