

**JOB TITLE: LEGAL RESEARCHER**

**REPORTS TO: HEAD OF RESEARCH**

**DESK: LEGAL**

The Centre for Trade Policy and Development (CTPD) is a not-for-profit economic think tank that aims to promote pro poor trade policies and practices in Zambia. CTPD is currently looking for the services of Legal Researcher on full time basis.

**Purpose of Job**

Under the supervision of the Head of Research, lead on policy research and advocacy. The legal researcher will take an active lead in identifying funding opportunities, work with the Head of Research to actualize the opportunities, he/ she will be expected to deliver presentations to varying audiences (Local & International). Review draft pieces of legislation and generate recommendations for policy influencing. All this will be in line with CTPDs strategic focus areas which are Mining, Trade & Development and Public Finance Management.

**Main Duties and Responsibilities**

* Conduct policy research and provide evidence to support advocacy intervention
* Contribute to the development of research proposals, expressions of interests and full project proposals.
* Gather and analyze research data, such as statutes, decisions, legal articles, codes, and documents.
* Compiling research notes, data and maintaining a database to include all completed and ongoing research.
* Supporting research project activities or leading parts of research projects including field work, holding workshops, producing written outputs, and preparing reports for donors, under the supervision of the Head of Research.
* Present policy advice on public affairs, articles, full research studies, Policy briefs, and disseminate through Newspaper Opinions, Television and Radio appearances. Using research findings and information to update and inform policy advocacy.
* Undertake some travel both local and overseas
* Providing input to donor reports, managing budgets and consultants and the inputs of other project partners.
* Provide technical input for studies under other desks that may need support
* Provide input to the CTPD series such as the State of the economy brief, research studies, briefing papers and journals.
* Supervising interns and other short-term staff working within the team under the direction of the Head of Research.
* Networking with strategic institutions such as the National Assembly, law professionals, and court representatives to build relationships and communicate with pertinent legal contacts.
* Prepare correspondences, documents, and other relevant files necessary.
* Authoring or co-authoring research reports, policy briefs and other documents for publication.
* Facilitating public dialogues on topical issues, including dissemination and presentation of CTPD findings and publications.
* Identifying funding opportunities and consultancy services and assisting with the resource mobilization and/ or fundraising opportunities for the Research Wing.
* Presentation of research results internally and externally at conferences and meetings nationally and internationally.
* Assisting CTPD management administration with legal review of contracts /agreements, when necessary.
* Perform any other related duties as may be assigned from time to time by the Head of Research.in Consultation with the Executive Director

**Qualification and Experience**

* A minimum of a bachelor’s degree in Law (LLB).
* Masters’ degree in Law (LLM) is an added advantage.
* Admission to the bar is not a must but an asset.
* Experience working in a legal environment or Civil Society Organisation(CSO) or Government Ministry, Department and Agency is an added advantage.

**Skills/ Abilities**

These are some core skills needed for this job:

* Strong research and analytical skills.
* Excellent public speaking skills, fluency in spoken and written English language.
* An excellent eye attention to details
* An aptitude for and/or interest in the law and advocacy matters.
* The ability to foster and promote productive professional relationships with key stakeholders.
* Strong teamwork skills, comfortable in a highly collaborative team culture.
* Strong strategic, creative, and innovative thinking.
* High professionalism, self-motivation, efficiency, and results-oriented delivery on short timelines.

**Desirable**

* Some fieldwork experience (survey based, or qualitative).
* Ability to analyse qualitative data.
* Knowledge of qualitative data software packages (NVivo, ATLAS.ti).
* Fluency in a language other than English and competency in others.
* Knowledge of qualitative data storage packages.
* Experience of editing

***Women are highly encouraged to apply***

Applicants who meet the above requirements are invited to send their curriculum vitae to HR@ctpd.org.zm. Only shortlisted candidates will be contacted.