

Announcement: Consultant/Administrator - Advancing Women in the Workforce

1. Overview:

The Cyrus R. Vance Center for International Justice seeks to retain a Consultant /Administrator to support a project on the advancement of Black women lawyers in the workforce in South Africa.

Time Frame: Two years (part-time – average 25-35 hours/week)

Location: South Africa

Start Date: November 2021

Salary: \$1000/month

Deadline for application: October 24, 2021

2. Introduction:

The [Cyrus R. Vance Center for International Justice](#) advances global justice by engaging lawyers across borders to support civil society and an ethically active legal profession. A program of the City Bar Fund, a New York State non-profit corporation affiliated with the New York City Bar Association, the Vance Center has a current staff of nine lawyers and two other professionals and office at the Bar Association. The Vance Center has two principal focuses: 1) providing pro bono legal representation, in partnership with lawyers from law firms in many countries, to international, national, and local human rights and environmental organizations, through three thematic program areas; and 2) strengthening ethical practice in the Latin American and sub-Saharan African legal professions through the promotion of pro bono engagement, professional responsibility, and diversity under which this job announcement and project falls under.

The South African Legal Fellows Alumni Network (SALFN) includes 49 former participants in the Vance Center's [African Legal Fellows Program](#), founded in 2002 as the South African Visiting Lawyers Program. The African Legal Fellows Program over the past 19 years has selected annually two or three lawyers of color, initially from South Africa and now from other African countries, to work for one year in an international law firm or corporate legal department in New York City.

3. Background

With a grant from the U.S. Mission to South Africa, the Vance Center will work with the South African Legal Fellows Alumni Network to address the gender gap in legal leadership positions through a mentorship program and other activities. The project entitled Advancing Women in the Workforce will include a survey on gender diversity and inclusion in law firms and corporate legal departments and an interview video to showcase the impact of the project on women lawyers. The project over two years will work with 20 mentees and mentors each year to support young lawyers in nine provinces in South Africa.

The project will rely on the experience and expertise of the Vance Center's [Women in the Profession \(WIP\)](#) program and the experiences of some of the WIP chapters in Latin America. Of the 19 WIP program chapters in 18 Latin American countries, nine chapters have set up mentorship programs, and several others are establishing them.

The Consultant/ Administrator will report to the Vance Center Africa Program Manager. The person will also liaise with members of the SALFN and the WIP Steering Committee.

4. Scope of Work:

- Support the full project implementation and administration on advancing women in the workforce in South Africa.
- Advise and provide assistance to the project including, identifying mentees, mentors, key stakeholders, and potential partners.
- Assist in designing, conducting, and managing the survey, interview video, and other project materials.
- Assist in organizing workshops/meeting logistics, prepare minutes, press releases, and coordinate follow-ups for virtual and in-person events.
- Implement communications and outreach strategies to raise awareness and build relationships with key stakeholders.
- Assist with writing the report summarizing and analyzing the survey results and making recommendations to improve the project goals.
- Plan and execute activities for the launch of the survey, interview videos, and other project events.
- Other duties as assigned.

5. Qualifications:

Qualifications and experience:

- A degree in social science, law, political science, or other related field. Master's degree preferred;
- At least two or three years of experience working on gender issues, leadership, or diversity and inclusion programs.

- At least two years of relevant professional experience and conducting research including surveys and quantitative and qualitative data analysis in a related field;
- Experience and deep understanding of South Africa's legal market, media, through active relationships with lawyers, legal/government institutions, journalists, and other stakeholders;
- Experience in relationship building, coordinating, scheduling, and planning meetings with persons from different locations;
- Experience writing in-depth reports;
- Candidate must be based in South Africa, preferably in Gauteng province.

Competencies

- Excellent research, writing, and communication skills and the ability to present information in a variety of formats and styles for different audiences;
- Excellent with prioritization and time management;
- Strong digital technology knowledge and skills
- Demonstrated ability to deliver quality work under tight timeframes.

6. Terms of retention

The Consultant/Administrator will serve as an independent contractor of the Vance Center and will be responsible for benefits and taxes related to payments received, based on an independent contractor agreement. The position will not afford any rights of employment in South Africa or the United States.

7. Application instructions:

The deadline for applications is October 24, 2021. Please email a cover letter, resume, and a list of two references to vancejobs@nycbar.org. Please write "South Africa AWW Project Consultant/Administrator" in the subject line. No phone calls.