

## SIERRA LEONE GOVERNMENT

Council of Legal Education  
Sierra Leone Law School  
Block 9, Special Court for Sierra Leone  
E-mail: [registrar@lawschool.edu.sl](mailto:registrar@lawschool.edu.sl)

### External Advertisement No. 2 of 2020

Date issued: **15<sup>th</sup> October 2020**

The Sierra Leone Law School (SLLS) is seeking to recruit qualified and experienced persons that are self-driven and result oriented Sierra Leoneans to fill the Position of **Registrar and Director**

#### Advertised Positions

Reference No.	Designation	Location
SLLS 01	Registrar	Freetown
SLLS 02	Director	Freetown

Applications should be submitted online addressed to the Chairman Council of Legal Education, Sierra Leone Law School on the highlighted e-mail address: [registrar@lawschool.ed.sl](mailto:registrar@lawschool.ed.sl) and should receive not later than **4.00pm on Friday 20<sup>th</sup> November 2020**.

Alternatively Applicants can submit their Applications to the Chairman, Council of Legal Education, Block 9, Special Court for Sierra Leone, Jomo Kenyatta Road, Freetown.

All applications should bear the title of the post applied for as well as the reference number specified against the vacancy. Applicant should attach an updated Curriculum Vitae (C.V.), accompanied by:

- Copies of academic certificates and transcripts
- A copy of National Identification Card (I.D)
- A recent passport size photograph affixed on the application
- Names of three (3) referees: two (2) professionals- one (1) from most recent place of employment and one (1) Character Reference
- Evidence of membership of Professional Associations, where applicable

The detailed job description can be picked-up from the Sierra Leone Law School, Block 9, Special Court for Sierra Leone, Jomo Kenyatta Road, Freetown and /or from the Sierra Leone Law School Website: [www.lawschool.edu.sl](http://www.lawschool.edu.sl) or through advert in the following Newspapers: AWARENESS TIMES, POLITICO, PREMIER, EXCLUSIVE and AWOKO.

Key Accountabilities, Qualifications, Knowledge, Skills and Experience

- 1.** Post: **Registrar**  
Reference Number: **SLLS 01**  
Number of Vacancies: **(1)**

Interested Applicants for the position of **Registrar, Sierra Leone Law School** Must:

- Be a degree holder from any recognised University within the commonwealth or any other academic qualification of high academic standing in a related field of study;
- At least **5 years** of experience directly related to the duties and responsibilities specified or **ten (10)** years' experience as a successful **Head of an organization or in a senior management position;**

## SIERRA LEONE GOVERNMENT

Council of Legal Education  
Sierra Leone Law School  
Block 9, Special Court for Sierra Leone  
E-mail: [registrar@lawschool.edu.sl](mailto:registrar@lawschool.edu.sl)

- Must demonstrate excellent oral and written communication skills;
- Ability to manage a professional legal education institution with a high level of efficiency and competence, making it competitive with similar institutions within the sub-region.
- Ability to respond positively to the challenges of change and reform in the Justice Sector that would influence the curriculum of the institution.
- Computer literate – understanding of Microsoft Office, search engines and e-mail packages.

<b>2.</b> Post:	<b>Director</b>
Reference No.	<b>SLLS 02</b>
Number of Vacancies	<b>(1)</b>

Interested Applicants for the position of **Director of the Sierra Leone Law School:**

- Must be a holder of such qualifications as are required for appointment as a Professor in the Faculty of Law in the University of Sierra Leone or any recognised University within the Commonwealth or any other academic qualification of high academic standing in the field of Law; and,
- He must be a Legal Practitioner who has on the date of application, or had at any time prior to that date, been in active legal practice for not less than **ten years**.
- Must possess a demonstrated understanding and/or record of strong leadership including innovation, creativity, and a history of developing and maintaining consensus and cohesiveness;
- Must demonstrate excellent oral and written communication skills;
- Ability to plan strategically and respond effectively and efficiently to strategic opportunities.
- Ability to handle sensitive and confidential matters with appropriate discretion, Integrity, self-motivation and confidence.
- Computer literate – understanding of Microsoft Office, search engines and Email packages.

SIGNED:

**CHAIRMAN COUNCIL OF LEGAL EDUCATION  
SIERRA LEONE LAW SCHOOL**