

# 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)

## **Job Description**

**POSITION: DIRECTOR**

**REFERENCE NUMBER: SLLS 002**

### **Job Summary**

The Director is the Chief Academic and Administration Officer of the Law School. He/she is the Chief liaison between the Council of Legal Education and the Law School. In performing his/her duties, the Director takes direct action or consults as necessary with the Council of Legal Education on selected matters related to personnel, programs, instruction, budgets and other related management issues. The Director is also responsible for developing and coordinating the public image and vision of the Law School and is expected to represent the Law School locally, regionally, and nationally to all external parties.

Positions reporting to this post: Registrar, Lecturers:

### **DUTIES AND RESPONSIBILITIES**

#### **ACADEMIC AND RESPONSIBILITIES**

- Integrates and advances the School's core values, mission and vision into the administration, operation, and planning of the Law School;
- Responsible for the development, review, and evaluation of both short and long-term goals, objectives, programs, and curriculum for the Law School within the framework of the overall mission of the School in cooperation with Council of Legal Education and the Heads of Faculties;
- Recommend to Council of Legal Education the hiring, promotion, retention tenure dismissal, and salary of staff of the Law School;
- Encourages and supports faculty participation in scholarship and Publication activities and encourages maintenance of a high-level of teaching quality, as well as well as faculty participation in professional and community service.
- Responsible for encouraging and ensuring that students have a meaningful role In the development of the School;
- Responsible for the oversight of all publications by the Law School.

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### **FISCAL RESPONSIBILITIES**

- Managing the budget and finance for the Law School, including the preparation submission, disbursement of, and working within the School's budget;
- Supports advancement and fundraising activities of the school and works collaboratively with the Council of Legal Education to help achieve goals and help cultivate prospective donors to help the School solicit donations;
- Responsible for identifying grant opportunities to support programs of the School and for supervising the preparation of grant proposals and the administration of grant funds received;
- Responsible for determining the present and future space, facilities and equipment needs of the School and for seeking appropriate resources to meet those needs.

### **ADMINISTRATIVE RESPONSIBILITIES**

- Responsible for the administration of the School's educational programs, including admissions, curricular planning and implementation, class scheduling, registration, Student advising, maintenance of student records, and information for academic publications and disclosures, in accordance with the Regulations laid down by the Council of Legal Education;
- Responsible for the planning, development, and management of the Law School's Library and technological infrastructure;
- Responsible for the management of the School's building and infrastructure;
- Responsible for maintaining an effective career services and placement operation for students and graduates of the School;
- Responsible for the employment and supervision of all non-teaching personnel in the School;
- Submit an annual report on the activities of the Law School to the Council of Legal Education.

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### **EXTERNAL RESPONSIBILITIES**

- Responsible for developing and maintaining an effective liaison between the School and the Council of Legal Education, the bench and bar, selected public and private institutions, the media, and the general public, pursuant to the School's mission;
- Responsible for maintaining and meeting reporting requirements and the required accreditation standards;
- Responsible for maintaining relationship with the alumni of the School;
- Participates in and represents the School at professional activities and ceremonial functions outside of and within the institution;
- Responsible for developing and coordinating the School's internal and External communications systems;
- Acts as Secretary to the Council of Legal Education and convene meetings of the Council in liaison with the Chairman of the Council;

### **GENERAL RESPONSIBILITIES**

- Provide pro-active line management to staff reporting to this post, ensuring they have clear objectives and clear work plan and ensure that their work is completed on time and to required standard.
- Manage the performance of staff reporting to this post and pro-actively address any employee issues or concerns in a timely manner.
- Perform such other related duties and functions as the Council may from time to time assign.

### **REQUIREMENTS**

#### **EDUCATION AND EXPERIENCE**

- 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.

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- 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 e-mail packages