



National Legal Aid Services Organization
Law and Justice Division
Ministry of Law, Justice and Parliamentary Affairs
145, New Baily Road, Dhaka-1000.
www.nlaso.gov.bd



Ref No: 10.07.0000.001.24.014(4)/2012-253

Date: 18.08.2019

Internship Program

Position: Legal Aid Intern _NLASO

Work scope: National Helpline Call Center/ Workers Legal Aid Cell

Location: 2 posts in Dhaka, 1 post in Chottogram

Duration: 3 Months (September-November, 2019)

Application Deadline: August 25, 2019

** Candidates with the required qualifications can apply through email (Email Address: adadmin@nlaso.gov.bd or admonitoring@nlaso.gov.bd) by mentioning the reference code: **Intern:NLASO-253/2019-UNDP** with following documents:

- (i) Application Letter/Cover Letter
- (ii) Curriculum Vitae
- (iii) Scan copy of Photo **

Background:

The Government of the People's Republic of Bangladesh enacted "Legal Aid Services Act- 2000" to provide legal aid for the litigants who are incapable of seeking justice due to financial insolvency, destitution, helplessness and for various socio-economic conditions. The state legal aid program is administered within the legal framework of the Legal Aid Services Act, 2000 (LASA). In terms of LASA, National Legal Aid Services Organization (NLASO) has been established by the government. NLASO is a statutory body working under Law & Justice Division, Ministry of Law, Justice & Parliamentary Affairs to adopt policies and principles for making legal services available under the Act. NLASO is responsible for implementing government legal aid across the country.

In reference to the MoU between NLASO and UNDP Bangladesh, 03 (three) interns will be appointed in the three offices of NLASO. Selected interns will be assigned to any of the above mentioned work scope places with related tasks based on his/her expertise and NLASO need.

Our recruitment team will review applications on a rolling basis and will reach out to applicants who have been selected for the next steps. We appreciate your patience while we consider your application.

Intern Duties and Responsibilities:

- Provide necessary support and give feedback to ensure smooth operation for ‘National Helpline Call Center’ of Government Legal Aid Services;
- Provide proactive legal assistance through legal knowledge transfer and knowledge sharing;
- Assist in documentation, data entry, data analysis, report preparation on legal aid activities;
- Communicate with Clients and Panel Lawyers and perform administrative tasks required by concerned office;
- Record beneficiary feedback/reaction and knowledge management;
- Submit Weekly Report to Supervisor;
- Provide other assistance requested by NLASO;
- Submit Power Point Presentation on learning at the end of internship.

Intern Requirements and Qualifications:

- LL.B (Hon's) or LL.M from any recognized university
- Microsoft Office proficiency with Bangla typing
- Good communication skills
- Desire to learn both new things and administrative tasks
- Effective written and verbal communication skills in Bengali & English

Professional Experience:N/A

Benefits:

Monetary

- Internship is a paid program

Non-Monetary

- Opportunity to work in Government organization
- Gather practical experiences in the field of Legal Aid and Human Rights activities
- Exposure to platforms and people that will enhance Interpersonal Communications Skills
- Assignment of tasks to improve reading, writing, computing and organizing skills
- Involvement with Government Legal Aid Office management system to master collaboration and innovation skills

Office Time: Office hour will be from 9:00 a.m. to 5:00 p.m. 5 days in a week.

Note: Shortlisted applicants will be invited to attend ability test.