

## COMMONWEALTH LAWYERS ASSOCIATION (CLA)

### **Secretary General (Maternity Cover) £30,000 pro rata Fixed Term 7 month contract starting late – July Central London**

The Commonwealth Lawyers' Association (CLA) is an international organisation which exists to promote and maintain the rule of law throughout the Commonwealth by ensuring that an independent and efficient legal profession, with the highest standards of ethics and integrity, serves the people of the Commonwealth. In the pursuit of these objectives, the CLA participates in a wide range of activities including advocacy, organising the Commonwealth Law Conference and providing membership services. The association is looking for an experienced, reliable and competent individual to provide maternity cover for the Secretary General (SG) for 7 months starting late July 2010.

**Purpose of the Role:** Reporting to the Chair of the Executive Committee (Ex-Co) the SG is responsible for the co-ordination and administration of all of the activities carried out by the CLA including office administration, finance, membership, conference co-ordination and projects. The SG also supports the Ex – Co and Council in facilitating regular meetings as well as representing the CLA at seminars, events and meetings.

**Terms & Conditions:** Maternity Cover £30,000 pro rata;  
Fixed Term 7 month contract starting 26<sup>th</sup> July 2010;  
Based at CLA office in central London during normal working hours;  
No paid overtime; No pension provision; 10 days holiday; Overseas travel may be required.

**Qualifications & Experience:** 3 years experience of all aspects of office management and administration including bookkeeping and maintenance of databases;  
Experience of international conference organisation;  
Experience of working with people from different cultural backgrounds.

**Skills:** Meticulous, motivated and self-disciplined;  
Ability to work to tight and often competing deadlines & to prioritise work accordingly;  
Ability to work under pressure and respond flexibly and swiftly to changing demands;  
Ability to work effectively both alone and as a member of a team with limited supervision;  
Ability to use initiative in a wide variety of situations;  
Well developed oral and written communication; interpersonal and presentation skills.

If you are interested in applying for this position, please send a copy of your CV (max. 2 pages) including the names and contact details of two referees (one of which should be your current/most recent employer) together with a covering letter addressing the job criteria and your relevant experience and interest in the position to the Secretary General, Commonwealth Lawyers Association, 17 Russell Square, London, WC1B 5DR, UK; Fax: +44 (0)207 862 8816; Email: [cla@sas.ac.uk](mailto:cla@sas.ac.uk)

**Closing Date for Applications – 14<sup>th</sup> July 2010 (5pm GMT)**

**Interviews – 19<sup>th</sup> July 2010**

Please note that if you are not contacted for an interview your application has not been successful. Feedback on individual applications will not be provided and correspondence will not be entered into. Overseas applicants must have a valid UK work permit.

No contact from Agencies.

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1 July 2010