

INDEPENDENT COMMISSION AGAINST CORRUPTION

JOB SPECIFICATION

POST	:	Legal Research Officer
DIVISION	:	Legal
REPORT TO	:	Chief Legal Adviser
QUALIFICATIONS	:	LLB holders with at least a second class degree

DUTIES AND RESPONSIBILITIES:

1. To be responsible for the provision of timely research while keeping abreast with the latest development in the legal field.
2. To be responsible to the Chief Legal Adviser or such other officers of the legal division.
3. To give administrative and research support to officers of the legal division as may be directed, with a view to promptly disposing cases due for decision.
4. To conduct and update legal research on core issues raised in the course of court proceedings or investigation as identified by officers of the division.
5. To organize factual and legal materials following any research and arrange presentation of the matter in a structured and coherent manner.
6. To attend court hearings and ensure authenticity of transcripts of cases assigned to him.
7. To assist in the setting up of a network of electronic legal libraries and undertake research and retrieve such specified information, as may be required.
8. To assist in the drafting of rules and legal opinions.
9. To undertake research for the compilation of legislations, jurisprudence and other materials for the purpose of publication and dissemination of the law.
10. To assist in the preparation of leaflets, pamphlets and other publications on specific laws or legal issues.

11. To use ICT in the performance of his duties.
12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Legal Research Officer in the roles ascribed to him.

COMPETENCIES:

- Professionalism:** Comprehensive knowledge of an experience in criminal, constitutional and administrative laws; drafting skills in legal documents and legislative instruments; ability to work well under pressure and apply good judgment in decision making; ability to negotiate skillfully.
- Communication:** Ability to communicate orally and to write skillfully.
- Teamwork:** Ability to work in a team.
- Leadership:** Have strong managerial and supervisory skills.
- Managing Performance:** Ability to establish priorities in the Legal Division.