



JOB DESCRIPTION – LEGAL ASSOCIATE

JOB TITLE: LEGAL ASSOCIATE

LOCATION: Lagos, Nigeria

REPORTING TO: Legal Officer

SECONDARY SUPERVISOR: Senior Human Rights & Advocacy Human Rights Program Officer

Gross Salary: #440,000

Employment Type: Contract

Contract Duration: 1 year (renewable up to 3 years)

Location: Lagos, Nigeria (Hybrid)

Application Deadline: 18th May, 2026 (12 noon WAT)

ABOUT TIERS:

[The Initiative for Equal Rights](#) (TIERs) is a nonprofit human rights organization committed to creating societies where human rights are guaranteed regardless of identity or status.

Guided by feminist principles and democratic values, our main aim is to protect, uphold, and promote the rights and humanity of sexual and gender minorities, women, PLHIV and intersecting marginalized groups.

Our work spans across Nigeria and some parts of Africa through narrative change and advocacy, health service provision, human rights violation response and documentation, research and knowledge sharing, economic justice, and provision of safe platforms for convergence.

Project Overview

The Margins to Mainstream Project is a 3-year initiative responding to escalating violence, exclusion, and denial of justice faced by sexual and gender minorities and intersecting marginalised groups people across Nigeria. The program seeks to strengthen state and community-level human rights systems to improve reporting, documentation, legal response, and access to justice across Nigeria's six geopolitical zones.

The successful candidate will primarily support the implementation of activities under the Margins to Mainstream Program; they may also be assigned additional responsibilities and duties within the Human Rights Unit in line with organizational priorities and operational needs.

SUMMARY:

The Legal Associate will support the implementation of legal interventions by providing legal support services, coordinating case management processes, conducting legal research, supporting documentation and reporting efforts, and assisting in the delivery of legal aid services to survivors of human rights violations.



The Legal Associate will work closely with the Legal Officer to strengthen access to justice mechanisms for gender and sexual minorities persons and other marginalized populations while ensuring confidentiality, professionalism, and a survivor - centered approach in all legal interventions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned)

Legal Aid and Case Management Support

- Support the provision of legal assistance to marginalized and vulnerable individuals experiencing SOGIESC-based human rights violations and other forms of violations.
- Assist in handling cases involving arrests, harassment, violence, blackmail, discrimination, unlawful detention, and related abuses.
- Conduct client intake processes, maintain case records, and support follow-up on assigned cases.
- Coordinate referrals to external lawyers, partner organizations, psychosocial providers, and other relevant service providers where necessary.
- Ensure proper documentation and confidential management of client information and case files.
- Maintain and regularly update case management databases and legal intervention trackers.

Legal Research and Documentation

- Conduct legal and policy research on human rights, constitutional law, criminal justice, and SOGIESC-related issues in Nigeria.
- Monitor and document legal developments, trends, and emerging issues affecting gender and sexual minorities and marginalized communities.
- Support the drafting of legal memos, briefs, summaries, reports, and internal advisory notes.
- Assist with the compilation of human rights documentation and evidence for advocacy and reporting purposes.
- Contribute to the development of submissions, shadow reports, and policy documents for national, regional, and international human rights mechanisms.

Organizational Legal Support

- Assist the Legal Officer in reviewing contracts, agreements, memoranda of understanding, and other legal documents involving the organization.
- Support compliance with relevant Nigerian laws and internal organizational policies.
- Provide administrative and coordination support on legal matters relating to organizational operations and partnerships.
- Support engagement with external counsel, partners, and relevant stakeholders on legal and programmatic matters.

Programmatic and Administrative Support

- Work closely with the Legal Officer and program team in implementing activities carried out by the Human Rights Department at TIERS.
- Support planning and coordination of legal clinics, trainings, stakeholder engagements, and community sensitization activities.
- Participate in organizational meetings, trainings, and strategy sessions.
- Prepare periodic activity reports and contribute to donor reporting requirements.

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- Undertake other tasks assigned by the Legal Officer or senior management in furtherance of the organization's mission and objectives.

KEY PERFORMANCE INDICATORS

- Ensure timely legal support and response for 100% of assigned cases involving SOGIESC-based human rights violations and related abuses within agreed timelines.
- Maintain accurate, complete, and confidential documentation for 100% of client intake forms, case records, referrals, and legal intervention files.
- Coordinate and track referrals for at least 90% of cases requiring external legal, psychosocial, or partner support services.
- Maintain and update legal case management databases and intervention trackers on a weekly basis with zero backlog.
- Conduct timely legal and policy research assignments with 100% completion of assigned briefs, memos, summaries, and advisory notes within agreed deadlines.
- Ensure 100% timely review support for contracts, agreements, memoranda of understanding, and other legal documents assigned by the Legal Officer.
- Support the successful execution of legal clinics, trainings, stakeholder engagements, and community sensitization activities with at least 90% implementation effectiveness.
- Submit 100% of periodic activity reports and donor reporting contributions accurately and within agreed timelines.
- Maintain an 80% stakeholder satisfaction rate in legal support provided to clients, partners, and internal teams.
- Maintain an 80% individual productivity and collaboration rate in supporting departmental and organizational goals.

These KPIs will be the yardstick for measuring your performance during your appraisal.

REQUIREMENTS

Education & Professional Background

- Bachelor of Laws (LL. B) and qualification as a Barrister and Solicitor of the Supreme Court of Nigeria.
- Minimum of 1–3 years post-call experience in legal practice, human rights work, litigation support, or legal aid programming.
- Demonstrated interest or experience at the intersection of human rights, access to justice, gender, sexuality, and work with marginalized communities.
- Strong legal research, writing, and analytical skills.
- Experience drafting legal documents, reports, and policy-related materials is an advantage.
- Good understanding of Nigerian legal systems and human rights frameworks.
- Strong organizational and case management skills.
- Ability to handle sensitive information with confidentiality and professionalism.
- Excellent interpersonal, communication, and teamwork skills.
- Proficiency in Microsoft Office Suite and digital documentation tools.

Advocacy & Values Alignment

- Strong commitment to human rights, social justice, and inclusion.



- Ability to work in sensitive environments and handle confidential information with professionalism.

Personal Competencies

- Strong communication and interpersonal skills.
- Excellent time management and multitasking ability.
- Ability to work independently and collaboratively in a fast-paced environment.
- High level of professionalism, integrity, and accountability.
- Creative, proactive, and solution oriented.

Additional Information

The Initiative for Equal Rights (TIERs) is an equal opportunity employer committed to building a diverse, inclusive, and equitable workplace. We welcome applications from qualified candidates regardless of age, gender identity or expression, sexual orientation, disability, ethnicity, religion, marital status, socioeconomic background, or other protected characteristics.

We strongly encourage applications from individuals with lived experiences and those from communities directly impacted by the issues we work to address. All employment decisions are based on qualifications, merit, and organisational needs.