



Legal Clinic Myanmar

Vacancy Announcement (VA-005/26)

Position Title	: Legal Aid Officer/ Lawyer
Location	: LCM-Myawaddy, Kayin State : (Frequently travel to Project Areas in Kayin State)
Report to	: Regional Head & Advocate
Department	: Legal Aid Department
No of Post	: 1 post
Duration	: Project Based [Extendable] including 3 months' probation
Deadline for application	: 23rd October 2026 (Friday) - As soon as possible

Legal Clinic Myanmar is seeking a committed and enthusiastic individual to join with Legal Clinic Myanmar team in Myawaddy Township, Kayin State, as Legal Aid Officer/ Lawyer. This position is full-time and will report to the Regional Head & Advocate.

Background on the organization & Context

Legal Clinic Myanmar (LCM) is a right based legal organization that plays a unique role not only in promoting and strengthening the rule of law, legal rights in Myanmar by providing legal awareness and paralegal trainings, as well as in standing up for violated and unjustly treated people, particularly women, children, and the poor, marginalized, and disadvantaged, and in providing free legal aid services by strengthening collaboration with other organizations and departments.

Primary Duties and Responsibilities

The Legal Aid Officer/Lawyer will support the Regional Head & Advocate in the overall development and implementation of Legal Clinic Myanmar's work. Key responsibilities include:

- Provide legal advice, counseling, and court representation of beneficiaries.
- Draft legal documents, build case strategies, and manage court proceedings.
- Conduct initial client interviews, record case details, and identify legal solutions.
- Plan, implement, and monitor legal aid activities in target areas under the Regional Head.
- Work with the Regional Head and LCM team to follow organizational values and ethics.
- Adjust work strategies flexibly based on local conditions and challenges.
- Coordinate with court officials, legal networks, local partners, and communities.
- Build trusted, professional, and confidential relationships with clients and partners.
- Keep organized, safe, and confidential files of all cases and client records.
- Submit regular, quality activity and case reports on time.
- Perform other tasks assigned by the supervisor.



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Require Qualification and Skills

- Must be a Myanmar national.
- Must hold an HGP or Advocate license.
- At least 3 years of professional experience in NGOs or related fields.
- Good interpersonal and communication skills.
- Willing to work in the current situation and local conditions.
- Able to travel and work in project areas in Kayin State.
- Strong organizational and time management skills.
- Preferably to understand and speak the local language.
- Able to handle multiple tasks under pressure.
- Basic computer skills (Microsoft Office and internet).

LCM Commitment to Safeguarding:

LCM is one of the legal organizations, so we are committed to preventing and type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the non-violence to women, girls, adolescent, and disadvantage people and venerable groups.

Salary and Benefits

Competitive local salary with experience; related travel costs for field trips. External capacity opportunities will also be engaged depending on the subject.

Application Procedure:

Interested persons are invited to send an application letter along with your *update curriculum vitae (CV)*, *a recent passport size photograph*, *contact details*, *expected salary amount (MMK)* and *two referees not later than 5:00 pm, 23rd October 2026 (Friday)* to the email address: recruitment@legalclinicmyanmar.org or LCM Offices. No requirement of photocopy of certificates.

Please mention the position title you applied for in the email as *Legal Aid Officer/Lawyer*.

Remark: This position is urgently needed so we will recruit processes before the deadline, when we receive applicants will meet with requirements

For more information about Legal Clinic Myanmar and our work please visit to www.facebook.com/LegalClinicMyanmar