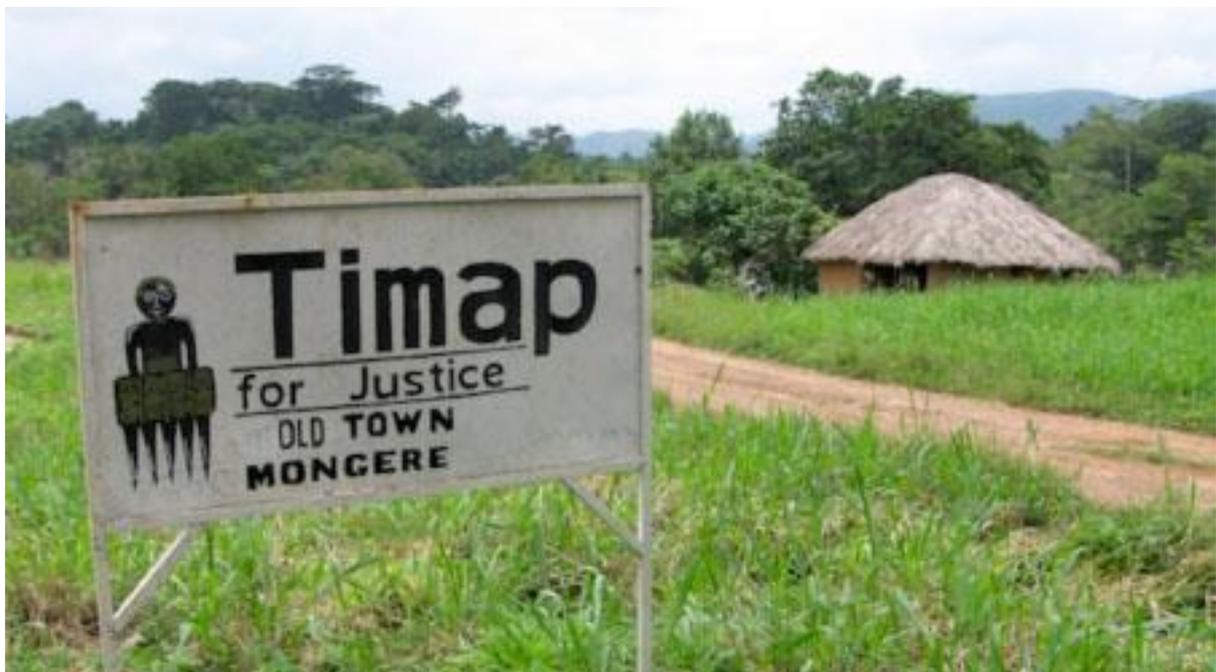


Excerpt from:

# PARALEGAL MANUAL 2012



**A PRACTITIONER'S GUIDE TO PROVIDING BASIC JUSTICE SERVICES  
IN SIERRA LEONE**



## **Paralegal Program Organizational Structure**

The model implemented by Timap for Justice offers just one example of how to structure the oversight and staffing for a successful paralegal program.

### **Structure of Timap for Justice, Sierra Leone, 2012**

Timap for Justice comprises more than 70 paid staff members, the vast majority of whom are paralegals. Another 430-450 people make up an unpaid or modestly compensated network of interns, volunteers, Contact Persons, Community Oversight Board members (COBs), Community Mediators (CMs) and Board of Directors. As of January 2011, Timap works out of 19 offices in 15 locations. The following descriptions give an overview of each position employed by Timap for Justice:

#### *Board of Directors*

The Board of Directors guides Timap's leadership and staff by setting the broad direction of the program. The Board typically engages Directors and has little interaction with paralegals.

#### *Directors*

Timap is currently led by two lawyers, who provide training and supervision for paralegals; paralegals ultimately report to the Directors.

#### *Head of Mediation*

The Head of Mediation coordinates the Community Mediation Program (CMP). He supervises and mentors 300 community mediators in 97 villages across 4 chiefdoms.

#### *Administrative Officers*

The administrative staff comprises the Program Assistant, Project Officer and Administrative Officer. They provide administrative support to the various programs, the headquarters and paralegal offices.

#### *Finance Officers*

The finance officers are responsible for administrating Timap's budget and liaising with donors and partners. Paralegals may engage the finance officers from time to time over running costs, reimbursement, and salary matters.

#### *Lead Paralegals*

Timap currently has seven Lead Paralegals - each serving a cluster of chiefdoms. Each paralegal is assigned to one Lead Paralegal. Lead Paralegals are points of reference for paralegals and assist or advise on cases. Lead Paralegals also perform administrative tasks and act as a go-between for paralegals and the Directors.

### *Paralegals*

Paralegals are the frontline of Timap's work and provide mediation, advocacy, and other services in 19 offices across Sierra Leone.

### *Media Officer*

The media officer spearheads Timap's outreach campaigns. Paralegals may assist the media officer with radio program appearances, collection of newsworthy stories about Timap's work, and other publicity efforts.

### *Solicitors' Clerks*

The Clerks assist the Directors with research and matters related to formal court proceedings. Paralegals may occasionally work with clerks if one of their cases has been referred to the Directors for litigation.

### *Office Assistant*

Timap's office assistant performs tasks in the Freetown office and may assist paralegals with their various errands.

### *Drivers*

Timap's drivers convey the Directors and other staff to appointments in Freetown and to supervisory visits at paralegal offices.

### *COBs*

Community Oversight Board members are Timap-community liaisons who provide oversight and advisory assistance to paralegals. They serve as a cushion between the community and Timap, and as a rallying point for support when there is conflict between certain traditional practices (and leaders) and Timap. COBs also help to direct the focus of Timap's work through community assessments.

### *Community Mediators*

Community mediators are trained, mentored and supported by paralegals. They settle minor disputes in their communities and refer cases to paralegals and other institutions.

### *Contact Persons*

Contact persons reside in villages where Timap conducts mobile clinics. They assist paralegals in notifying communities of clinic days and alert paralegals to cases locally.

### *Interns*

Timap occasionally hosts Sierra Leonean and foreign interns. Many of these are stationed with paralegals and work alongside them in their work.

For more information, see the full manual: [Timap for Justice Community Paralegal Manual](#)