



## Call for Applications – Legal Researcher and Projects Manager

### OVERVIEW

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The Center for International Law and Policy in Africa (CILPA) is seeking a dedicated Legal Expert to serve as a Legal Researcher and Projects Manager in our organization. This position plays a vital role in implementing the organization's core value of developing and disseminating international law, through its various projects in diverse areas of international law, and providing general support for the Center's growth.

Location: Freetown, Sierra Leone.

Employment type: Fixed term contract.

Salary: Competitive.

Application deadline: 2<sup>nd</sup> April 2026

### ABOUT CILPA

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CILPA is an independent and non-profit think tank that aims to shape discourse and build bridges between research, policy, and practice on issues of international law, and regional law in Africa. It is incorporated as a company limited by guarantee under Sierra Leonean law and as a 501(c) (3) charitable organization in the United States of America, with an office in Freetown, Sierra Leone and in Miami, United States of America.

CILPA's work focuses on critical issues of public and private international law of particular relevance to the continent of Africa. As a research center, CILPA is dedicated to the scientific study of, and promotion of knowledge of international law, and regional law, especially African Union law, and their role as vehicles to advance peace, stability, security, as well as social and economic development. CILPA's vision is to become one of the leading think tanks on issues of public, and private international law, as well as African Union law in Africa. More information about the think tank can be found at [www.cilpa.org](http://www.cilpa.org).

### RESPONSIBILITIES

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The Legal Researcher and Projects Manager plays a crucial role in developing international law through legal research; and planning, executing, and overseeing projects to ensure they are completed on time, within scope, and within budget. This position requires a highly qualified,

experienced and organized legal expert with excellent research and communication skills and the ability to manage multiple tasks simultaneously. The expert will report directly to the Executive Director and will be supervised on a daily basis by the Director of Corporate Affairs and Legal Training for CILPA. S/he will also work closely with team members, partners, funders and other stakeholders to achieve project objectives.

### **Key Responsibilities**

- Research, produce, analyze, and edit various legal, academic, and policy papers/material. Research areas include but are not limited to, international humanitarian law, universal jurisdiction, transitional justice, reparations, international criminal law, international environmental law etc.
- Identify and assess emerging research gaps and potential innovations and other opportunities for CILPA.
- Identify and formulate applications for grants and other funding opportunities.
- Management of and reporting on grants, including financial and narrative reporting to donors.
- Conceptualize, research and write concept notes and strategies for research projects (with contextual, grammatical and structural accuracy) that align with the think-tank's objectives.
- Oversee, facilitate, and implement various projects, including research projects.
- Organize, co-ordinate, and facilitate various in-person and online events, webinars, conferences, and workshops.
- Represent CILPA at high-level convenings, conferences and meetings.
- Nurture and expand existing funding relationships and cultivate new sources.
- Ensuring close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results of the Project.
- Overseeing the development and execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes.
- Performing various tasks to help Project stay on schedule and within budget.
- Completing any other tasks assigned by the Founding Director.
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### **REQUIREMENTS**

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- Bachelor's degree in Law. A master's degree including an LLM in Public international Law and/or projects management is a plus.
- A minimum of 7 years proven experience in Legal research, project coordination and management, preferably within the non-profit or NGO sector.
- Strong organizational and multitasking skills with the ability to manage multiple priorities.
- Ability to work independently and as part of a team.
- Demonstrated problem-solving skills and attention to detail.
- Strong proficiency in Microsoft Office suite.
- Strong communication skills in English, both written and verbal, with the ability to interact professionally with stakeholders.

- Ability to work independently as well as collaboratively in a team-oriented environment.
- Familiarity with non-profit organizations and grant funding mechanisms.
- Ability to perform advanced, complex research on issues and developing, programming and fielding online surveys; and conducting interviews and focus groups.

## APPLICATIONS

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To apply for the position please send your resume and a cover letter (min. 800 words) to [info@cilpa.org](mailto:info@cilpa.org), and copy [cjalloh@cilpa.org](mailto:cjalloh@cilpa.org) and [fbseisay@cilpa.org](mailto:fbseisay@cilpa.org) by **2<sup>nd</sup> April 2026**, with “CILPA Legal Researcher and Projects Manager” and your name and surname in the subject line: e.g. CILPA Legal Researcher and Projects Manager\_Jane Doe.

In the cover letter please include the following:

- Your name, field and level of study.
- Why you are interested in this position with CILPA.
- How your experiences and skills make you suitable for the position
- Any other relevant information.
- Please also provide the name and email address of at least two references in your resume.

CILPA is an equal opportunity employer and encourages applications from all qualified individuals, including women, people of color, individuals with disabilities, and those from other underrepresented groups.

If you are shortlisted for the position, we will schedule an online or in-person interview.

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