



## **Environmental Foundation (Guarantee) Limited Legal Division**

The Environmental Foundation (Guarantee) Limited (EFL) was established in 1981 as a non-profit public interest law group, with a mission is to conserve and enhance the natural environment of Sri Lanka. Since its initiation, EFL has been actively involved in protecting and conserving the environment through mediation, litigation, and scientific research and projects.

Following its first legal case in the Supreme Court, EFL has handled over 200 cases, achieving significant victories in the Eppawala Phosphate Case, the Kandalama Hotel Case and the Galle Face Green Case. Two critical cases handled by EFL in the recent past include the Air Pollution Case, where EFL convinced the government to make vehicle emissions testing mandatory as well as the Case on the Sampur Coal Power Plant, where EFL convinced the Supreme Court of the negative environmental and humanitarian impacts of the plant.

### **Terms of Reference**

**Title:** Legal Officer

**Duty Station:** Environmental Foundation (Guarantee) Limited, No. 3A, First Lane, Kirulapone, Colombo 05.

**Commitment** – 5 days per week or as required by work (full time) for a minimum of two years

#### **Duties and Responsibilities:**

- Assist the Legal Division in all legal cases that EFL has instituted and/or is a party to.
- Assist the Legal Division in maintaining all legal case files and updating the relevant briefs regularly.
- Liaise with relevant instructing attorneys and ensure that all proceedings are obtained prior to the court date.

- Draft petitions, advisory opinions and other legal pleadings/documents necessary in the litigation process.
- Liaise with Government entities and write letters, obtain necessary documents that are necessary for litigation and/or investigations.
- Provide legal opinions and legal analysis, as necessary, to assist the work of the science division.
- Assist the Head of Legal to coordinate with the relevant senior counsels and assist in the preparation of documents needed for ongoing cases.
- Schedule meetings with the relevant senior and junior counsels one week prior to the date on which the case is fixed for hearing.
- Maintain and update the ongoing legal briefs and draft a summary for each case with a fact note on the relevant law/provisions applicable with the advice of the Head of Legal.
- Liaise with the EFL Legal Advisory and Support Group and maintain a pool of counsel for the legal division.
- Organize ongoing cases and previous cases of EFL in a methodical and accessible manner under the supervision of the Head of Legal.
- Provide legal advice to aggrieved parties.
- Carry out legal and/or policy research and assist the Legal Division on legal projects, policy papers and publications.
- Assist the Legal Division in organizing and conducting legal education and awareness programs.
- Assist the Legal Division to liaise with all relevant governmental departments, agencies and other stakeholders on a regular basis.
- Appear in Court for EFL cases and make submissions under the supervision of the Head of Legal

### **Performance Indicators**

- Successful execution of work assigned in relation to litigation and other work assigned by the Head of Legal.
- Ensure that all proceedings are obtained from the instructing attorney and the ongoing case briefs are up to date and organized.
- Successful drafting of legal pleadings and other documents assigned by the Head of Legal.
- Timely and efficient communication with other divisions within EFL with regards to work of the Legal Division.
- Timely scheduling of meetings with relevant senior and junior counsels.
- Initiative taken to implement tasks/ projects of the legal division.
- Meeting deadlines and delivering quality work efficiently.
- Efficient maintenance of files/ books/ statutes of the legal division.

**Pre-requisites**

- An Attorney-at-Law preferably with at least 2 year's experience.
- LL.B or equivalent required.
- A good command of the English Language.
- Experience in litigation, particularly in Writs and Fundamental Rights applications.
- Strong analytical, research and written communication skills.
- A keen interest in environmental issues and public interest litigation.
- Innovative problem solver.
- Self-motivated individual and an enthusiastic learner.

**Reporting lines:** Head of Legal

Head of Operations

Please send in your CV together with a cover letter to [legal@efl.lk](mailto:legal@efl.lk) and [projects@efl.lk](mailto:projects@efl.lk) or contact us on 011-2890992 for further information.