

Litigation Manager

Committee for the Welfare of Prisoners

Position Summary

The Litigation Manager is responsible for strengthening the effectiveness, quality, and efficiency of the organization's litigation and legal aid interventions through performance management, data-driven decision-making, and technology-enabled processes. The role oversees litigation performance monitoring, legal quality assurance, operational excellence, analytics, and strategic reporting while supporting a streamlined Monitoring & Evaluation (M&E) framework for litigation activities.

The position also leads the responsible adoption of Artificial Intelligence (AI) and digital technologies to improve legal research, document drafting, case analysis, workflow automation, reporting, and organizational knowledge management. Working closely with litigation teams, programme leadership, and senior management, the Litigation Manager drives continuous improvement, innovation, and evidence-based decision-making across the organization's litigation portfolio.

Key Responsibilities

1. Litigation Performance, Quality Assurance & Operational Excellence

- Monitor the complete litigation lifecycle and identify opportunities to improve efficiency, quality, and client outcomes.
- Establish performance standards and quality assurance mechanisms for legal documentation and litigation practices.
- Review litigation trends and recommend improvements to case management processes and legal strategies.
- Ensure litigation activities remain aligned with organizational priorities and strategic objectives.
- Develop operational dashboards and performance reports for management.
- Promote consistency, accountability, and continuous quality improvement across litigation operations.

2. Strategic Leadership & Departmental Development

- Develop and implement strategic plans for the Litigation Department aligned with organizational priorities.
- Identify operational gaps and recommend structural improvements to strengthen litigation delivery.
- Drive innovation and continuous process improvement to enhance departmental effectiveness.
- Support organizational planning by providing strategic recommendations based on litigation performance and emerging legal trends.

3. Litigation Performance Monitoring & Reporting

- Develop and maintain litigation KPIs, operational metrics, and reporting frameworks.
- Maintain an effective litigation performance monitoring system.
- Conduct periodic performance reviews and identify trends requiring management intervention.
- Monitor implementation of management decisions arising from performance reviews.

- Support donor reporting and senior management reporting through accurate litigation performance data.

4. Data Analytics & Business Intelligence

- Analyze litigation data to identify trends, bottlenecks, success factors, and organizational risks.
- Prepare monthly, quarterly, and annual analytical reports with actionable recommendations.
- Develop dashboards using AI, Business Intelligence (BI), and data visualization tools.
- Support evidence-based decision-making through data analysis and predictive insights where appropriate.

5. Artificial Intelligence & Digital Transformation

- Promote responsible use of AI technologies to improve legal research, document drafting, contract review, knowledge management, and reporting.
- Identify opportunities to automate repetitive legal and administrative processes through AI and digital technologies.
- Design AI-assisted workflows while ensuring compliance with confidentiality requirements, donor obligations, and organizational policies.
- Train and mentor staff on the effective and responsible use of approved AI platforms and digital productivity tools.
- Evaluate emerging AI technologies and recommend solutions that improve operational efficiency and service delivery.

6. Capacity Building & Team Development

- Conduct training on litigation quality standards, reporting practices, digital tools, and AI-enabled workflows.
- Strengthen staff capabilities in litigation analytics, performance reporting, and technology adoption.
- Facilitate organizational learning by documenting and sharing best practices.
- Lead, mentor, and develop litigation teams, including senior advocates, litigation associates, and legal staff.
- Manage team performance by setting objectives, providing constructive feedback, and supporting professional growth.

7. Collaboration & Cross-Functional Coordination

- Work closely with legal teams, programme managers, IT, and senior management to improve litigation performance.
- Coordinate litigation data collection and reporting across all offices.
- Support organizational planning through reliable litigation analytics and operational insights.
- Foster effective collaboration between legal, programme, finance, technology, and support functions.

8. Risk Management & Continuous Improvement

- Identify legal, operational, and organizational risks affecting litigation performance.
- Recommend process improvements based on performance data, operational reviews, and lessons learned.

- Support management in strengthening litigation risk mitigation strategies.
- Promote innovation and continuous improvement across litigation operations.

Required Qualifications

Education

Mandatory

- Bachelor's Degree in Law (LL.B.) from a recognized institution.

Preferred

- Master's Degree in Law (LL.M.) or a relevant specialization such as Human Rights Law, Criminal Justice, or Constitutional Law.
- Professional certifications in Leadership, Legal Management, or Project Management will be an added advantage.

Professional Membership

- Valid licence to practice law with the relevant Bar Council.
- Active membership of professional legal bodies or advocacy networks will be preferred.

Experience

Mandatory

- Minimum **8–10 years** of progressive litigation experience before higher and lower courts.
- At least **3–5 years** in a leadership, managerial, or supervisory role within a litigation department, legal aid organization, NGO, or law firm.

Technical Competencies

- Litigation Operations Management
- Litigation Performance Management
- Legal Quality Assurance
- Performance Analytics & Reporting
- Legal Technology
- Artificial Intelligence for Legal Practice
- Prompt Engineering for Legal & Administrative Work
- Process Automation
- Microsoft 365 Copilot or equivalent AI productivity tools
- Business Intelligence & Data Visualization
- Advanced Microsoft Excel
- Legal Case Management Systems

Application Process

Interested candidates should send their updated CV along with a cover letter (maximum one page) highlighting their suitability for the role to:

Apply Now: <https://forms.gle/BHaG8kkJanjXqKmh8>

Application Deadline: *July 31st, 2026*

Only shortlisted candidates will be contacted.

The Committee for the Welfare of Prisoners (CWP) is an equal opportunity employer and encourages applications from women, persons with disabilities, and candidates from underrepresented communities.

CWP is committed to safeguarding and the prevention of sexual exploitation and abuse (PSEA). All employees are expected to comply with the organization's Code of Conduct and Safeguarding Policy as a condition of employment.