



**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy No: JBA-2018/7/5/1**

**Who we are?**

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

**Country and Project Background:**

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in Greater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations and working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods and De-mining.

DRC/DDG seeks to Recruit: -

Position Title:	Protection Legal Officer
Report to:	Protection Manager
Duty Station:	Maban
Contract Type	Fixed-term with possibility of extension depending on funding availability
Employment Start Date:	As soon as possible
Eligibility:	South Sudanese nationals only
Salary:	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline:	25 <sup>th</sup> July, 2018

**Purpose of the post**

The Legal Protection Officer will undertake protection and legal activities in the crisis affected areas as determined by the work plan. His/her roles will be to monitor and support the protection and legal concerns and needs of the refugees and host communities in Maban by providing legal information and counselling to communities. The LPO will also contribute to the analysis and dissemination of data collected to other relevant actors in order to address the identified protection and legal concerns. Additionally, the LPO will address protection and legal concerns through the provision of referrals to the relevant actors in the camp and as well to local authorities. The SLPO will throughout his/her work ensure confidentiality and strictly adhere to the Code of Conduct.





## Responsibilities and Tasks

- Conduct regular court monitoring and visits and maintain relevant database for court monitoring
- Conduct legal counselling services as part of protection case management
- Run the mobile legal aid clinic supporting beneficiaries with information and legal counselling
- Conduct trainings on national and international laws such as human rights, refugees law and other relevant access to justice topics
- Conduct individual interviews, focus group discussions and meetings with communities and stakeholders to define legal priorities and needs of beneficiaries
- Record beneficiaries with legal needs and refer them to the appropriate service providers and legal institutions /instances
- Ensure clients referred and documented in the cases tracking sheet and case management database on a daily basis and follow up with the clients to ensure meaningful access to services
- Ensure that cases lodged at community level are tracked to the Office of the Public Prosecution as part of case tracking and make necessary follow ups
- Assist in the collection, data entry and analysis of data relevant to the refugee populations and host community and their protection and legal concerns
- With support of Senior Protection Officer, will be responsible for developing and delivering the access to Justice Annual Training Plan for court members, community leaders, community protection committee, community structures, staff and partners
- Mobilize the refugees and host communities and facilitate awareness raising activities with other DRC sector teams as well as partner organizations, disseminating information about legal services available in the camps and host community.
- Liaise and build partnership with camp chairman, community leaders, court leaders, and other relevant actors to encourage participation in support for and a better understanding of the program activities
- Represent the department in meetings in the camps, DRC, UNHCR and other agencies as requested by the Senior Protection Officer and Protection Manager
- Prepare all necessary documentation for each activities (including weekly vehicle movement plans, order requests, payment requests, etc.) and for the reconciliation of the money spent during each activity
- Keep legal case folders organized with all relevant documents
- Work with the Protection Senior Officer and follow LPO to create weekly work plans to schedule the team's program activities
- Compile reports of activities undertaken and minutes of meetings when requested
- Perform any other duties as requested by the Protection Manager.

## PERSON SPECIFICATION

### Qualifications and Experience

#### *Essential:*

- At least two years' community based training experiences involving legal protection experience
- A Degree in Bachelor of Law (LLB) from a recognized tertiary institution
- Comprehensive understanding of human rights and protection principles
- Comprehensive understanding of rule of law, customary laws, judiciary systems and legal developments and issues in South Sudan
- Excellent interpersonal skills and work well with people of different cultures, gender and backgrounds
- Works collaboratively with team members to achieve results
- Remains productive when under pressure with the ability to prioritize effectively, and respect and adhere to deadlines
- Able to work in a variety of environments and is prepared to conduct field missions for most of the week, often overnight, to remote locations with few amenities
- Confidentialities awareness

#### *Desirable:*

- Experience in dealing with SGBV survivors/cases
- Commitment to human rights and protection principles
- Excellent English writing and organizational skills
- The post of carrying out and supervising training at different scales with different partners
- Strong relationship in building / interpersonal skills
- Basic protection and human rights training
- Positive attitude
- Energetic and interested



## Education

- High Diploma or Degree in Law or related field
- Knowledge of Microsoft word, excel and e-mail application software

## Languages

- Fluent in English and Arabic

## How to apply

Please send a covering letter outlining how your skills and experience meet the Person Specification along with your CV to Human Resources Department through [jobs.southsudan@drc-ssudan.org](mailto:jobs.southsudan@drc-ssudan.org) or submit your hard copy application to the Human Resources Departments to the HR Manager in the following locations

1. Juba Office located along Addis Ababa Road between UNICEF and Supiri Secondary School
2. Maban Office on the main road behind MSF Compound in Maban County or e-mail your application with the Subject Line Protection Legal Officer.

Title of the position/vacancy number MUST be clearly marked in the application and on the envelop.

## Further information

Please note, as this position is urgent, applicants may be shortlisted and interviewed prior to the closing date.

We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://www.southsudannqoforum.org/boards/index.php?board> for other suitable opportunities.

