

Call for Expression of Interest

With this document INTERSOS South Sudan would like to announce the opening of a Call for Expression of Interest to take up the role of Legal Advisor to the organisation 2018 - 2019.

Position:	Legal Advisor
Reports to:	Head of Mission
Base location:	Juba
Type of contract:	Consultancy

INTERSOS is an International Non-Governmental Organization (INGO), the organisation was formed and registered in South Sudan in 2006 and is currently registered at Plot No. 43 Block No AXII, 2nd Class at Hi Cinema, Juba, South Sudan

INTERSOS intervenes in emergency and crisis situations, to help people, families, and communities whose lives are threatened by conflict, extreme poverty, natural or man-made disasters. It does so by offering support during humanitarian emergencies, according to its operational and resource capacities. In South Sudan **INTERSOS** currently operates in sectors of Protection, Education, WASH, and S/NFI

All Candidates are requested to provide

- i. Cover Letter
- ii. Curriculum Vitae
- iii. Economic offer for options of
 - a. Hourly rate
 - b. Monthly cost
 - c. Engagement on retainer
- iv. Proof of Legal Qualifications and required registrations/certifications by the Government of South Sudan to practice law in the country
- v. Documentation of evidence of previous advisory work with NGOs INGOS
- vi. 2 Client references (contact details are sufficient)

Offers should be provided by email to hr.ross@intersos.org or in sealed envelopes and delivered to Yohannes Demissie HR Coordinator at INTERSOS Office Plot No. 43 Block No AXII, 2nd Class at Hi Cinema, Juba by Saturday 27th October 2018 17:00 hours

I. Main Objectives:

To provide legal advice, direction and services to INTERSOS concerning the legal obligations and operations, contracts, disputes/regulations; develop and maintain the organization's compliance program that includes policies, procedures, and controls that are appropriately tailored to address the specific compliance risks for the INTERSOS. Create and deliver, as appropriate, compliance training programs to address risks, policies and controls; s/he is expected to review, analyze and interpret any legal documents for the organization and negotiate any disputes that occur in the organization. The position holder will

work closely with departments to deliver a fair and consistent service in both minimizing risk to the organization and reacting to the organization needs. The advisor will have active role in looking into staff grievances along with the HR Coordinator and Head of Mission to ensure appropriate system is adopted for employee grievance management.

II. Responsibilities/duties:

- Provide Legal guidance and advice to INTERSOS, verbally or in written form (where requested) in relation to any matter pertinent to the organisation's functioning in South Sudan.
- Represent INTERSOS in court matters, or as necessary or requested by the mission.
- Support in ensuring all contracts designed for engagement of staff, consultants, businesses or service providers engaged by INTERSOS are sound and in compliance with the law of South Sudan
- Provide direct advice, and feedback to the Head of Mission, in responsibility particularly for the overseeing of a system of uniform handling of rules, regulations, polices, procedures violations
- Support the -Mission to ensure any policy or/and regulation developed is in compliance with South Sudanese Law and prevents illegal, unethical, or improper conduct.
- Develops corrective action plans and provides general guidance on how to avoid similar situations in the future.

III. Requirement:

- First Degree in Law or second degree related field with at least 5 years of progressive experience respectively
- Strong analytical, problem-solving and conceptual skills, including presentation and training skills.
- Demonstrated ability to practice efficient time management and to prioritize workload to meet deadlines.
- Ability to maintain effective communication regularly
- Effective interpersonal skills, including the ability to collaborate, influence, motivate, negotiate, communicate, resolve conflicts.
- Practical experience in managing complex Employee Relation cases, including redundancies, restructures, disciplinary and grievance cases and complex case management
- Ability to grasp complex areas of law rapidly and accurately.
- Exhibiting sound practical judgment.
- Ability to maintain confidential organization and staff information
- Proven success working under minimal supervision
- Willingness to travel to field site if required