



**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

Vacancy No: JBA-2019/01/11/002

**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 expects to be a roughly \$30m+ programme in 2015, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods and Demining.

DRC-DDG Seeks to Recruit:-

Position Title:	Junior Officer-Legal Protection
Report to:	Officer- Legal Protection
Duty Station:	Maban
Contract Type	Fixed-term with possibility of extension depend on funding availability
Employment Start Date:	As soon as possible
Salary	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline	24 <sup>th</sup> January, 2019

**Purpose of the post**

The Legal Protection Officer-Junior will provide support, guidance and assistance to legal team of DRC Protection Unit. The Legal Protection Officer-Junior will support the Protection manager, Senior Protection Officer in planning and monitoring activities in relation to the promotion of Rule of Law and Access to Justice in Maban for the achievement of indicators guaranteeing quality of delivery. The LPO-Junior will throughout his/her work ensure confidentiality and strictly adhere to the Code of Conduct.

**Responsibilities and Tasks**

- Conduct regular court monitoring visits and maintain relevant database for court monitoring
- Conduct legal counseling services as part of protection case management
- Run the mobile legal aid clinic supporting beneficiaries with information and legal counseling
- Conduct trainings on national and international laws such as human rights, refugee 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 are documented in the case 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 Prosecutor as part of case tracking and make necessary follow ups
- Assist in the collection, data entry and analysis of data, relevant to the refugee population and host community and their protection and legal concerns
- With support of the Protection Officer, will be responsible for developing and delivering the Access to Justice Annual Training Plan for court members, community leaders, community Protection Committees, community structures, staff and partners



- Mobilize the refugee 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 partnerships 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 camp, DRC, UNHCR and other agencies, as requested by the Senior Protection Officer and Protection Manager
- Prepare all necessary documentation for each activity (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 fellow 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

#### Essential

- At least 2 years community-based training experience involving legal protection experience
- 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 works 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 respects and adheres 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
- Confidentiality awareness
- Higher Diploma or Degree in Law, or related field
- Knowledge of Microsoft Word, Excel and Email application software

#### Desirable:

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

#### How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources department through [jobs.southsudan@drc-ssudan.org](mailto:jobs.southsudan@drc-ssudan.org) copying [hr.assistant@drc-ssudan.org](mailto:hr.assistant@drc-ssudan.org)

OR

Submit your hard copy application to the Human Resource department to the attention of HR Officer DRC-DDG Maban Field Office

Title of the position/vacancy number MUST be clearly mark in the application and on 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://comms.southsudanngoforum.org/> for other suitable opportunities.

