



STEARAWOMEN
Cecilia House, Plot № 1400, Juba Na Bari
stewardwomen.jobs@gmail.com

Job Advert

Date: 8th June, 2016

Position: Legal Aid Assistant- Based in Nimule

Introduction:

STEARAWOMEN is an indigenous South Sudanese women organization founded in 2009 to address the problems of sexual and gender based violence; lack of access to justice by women; lack of participation of women in leadership and decision-making and poverty among others. It is registered as a not for profit non- governmental organization with the government of South Sudan in 2009. Our vision is a South Sudanese society "free from the violations of the human rights of women and children". Our mission is "to develop, shape and empower South Sudanese women to advocate for policies that foster equal economic opportunity and secure human rights for women and children".

Our 2015-2017 strategic intervention areas are 1) access to justice; 2) legislation and law reform; 3) psychosocial support to GBV survivors; 4) protection of adolescent girls in schools; 5) women leadership and empowerment; 6) and governance/peacebuilding. We are a member of the Solidarity of African Women's Rights [SOAWRS] that campaign for the ratification and/or domestication of the African Charter on the Human and People's Rights on the Rights of Women in Africa [Maputo protocol]. We are also the lead agency of a national coalition of 25 CSOs that advocate for the ratification of Maputo protocol in South Sudan. Our field offices are located in Romich in Tonj East county [Warrap state) and in Nimule in Magwi county [Eastern Equatoria state], and a national coordination office in Juba Na Bari West in Juba. We are in search of somebody who shares our vision and mission to work with us as Legal Aid Assistant.

Key roles and duties of the post-holder:

Under the supervision of the Program Officer- Access to Justice [Legal Aid Officer], the key duties of the post-holder are the following:

1. Conduct legal education, mediation, legal counselling etc.
2. Prepare legal documents e.g. lease agreement, tenancy agreement, contracts etc.
3. Support clients to file legal suits and bill of cost in the courts of law.
4. Support detainees with bail applications.
5. Support SGBV survivors [incidences of property and land rights and rape] during litigation.
6. Provide technical support to local justice institutions and/or mechanisms.
7. Monitor, document and report human rights violations and abuses in the community.
8. Identify and address local justice advocacy issues.

What kind of person are we looking for?

1. Bachelor Degree in Laws from a reputable University.
2. Postgraduate Diploma [or certificate of attendance] in legal practice will be required.
3. At least one year experience of similar work in the sub-region.
4. Proven knowledge and application of Alternative Dispute Resolution [ADR] mechanisms.
5. Proven knowledge on the legal and regulatory framework on the human rights of women and girls in South Sudan.
6. Demonstrated knowledge of regional and international instruments namely CEDAW, Maputo protocol, UNSCR 1325 etc. will be required.
7. Demonstrated respect for women and girls, and women human rights and freedoms.
8. Proven ability to write good legal documents and donor reports.
9. Ability to critically analyze legal and administrative issues.
10. Willing to learn and take up new challenges and work in stressful environments, with tight deadlines.
11. Work with minimum supervision, very mature, self-driven, with good communication skills.
12. Very good command of the English language, both written and spoken.
13. Ability to speak local Arabic and Madi or Acholi languages will be an added advantage.
14. Respect for diversity.
15. Proven knowledge of application of computer software especially word, excel and internet.

Remuneration:

Our salary is very competitive among NNGOs. The gross annual salary for the post holder ranges between USD 12,000 - 16,800, dependent on experience and level of competence.

Submission of Application:

Qualified persons in the sub-region are asked to submit their updated resumes, contacts of two previous supervisors and relevant photocopies of nationality documents to stewardwomen.jobs@gmail.com addressed to:

*"Human Resources & Administration Officer, STEWARDWOMEN,
Juba Na Bari West, Juba"*

Please indicate the position applied for in the email subject. Applications should be submitted latest Friday, 24th June 2016. However, interviews will be conducted as applications are received due to the urgent need to fill this position. As a policy, we will give the first priority to *qualified South Sudanese women*. Any candidate who canvasses for support will be disqualified immediately. **Please take note that any falsification of credentials by candidates will lead to prosecution in the courts of law.**

For

Florence J.

Executive Director

