



South Sudan
Red Cross



JOB ADVERTISEMENT

Job title:	Legal Adviser
Duty Station:	SSRC HQs – Juba
Reports to:	Secretary General

ORGANIZATIONAL CONTEXT

The SSRC was established by law on 9 March 2012 with the SSRC Society Act, 2012. SSRC was formally recognised by the International Committee of the Red Cross (ICRC) on 18 June 2013, making it the 189th National Red Cross Society in the world. In November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of ten (10) branches – and a growing network of sub branches. There are currently over 200 SSRC staff members at the Headquarters and branches and approximately 6000 volunteers across the country.

The society's work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff **MUST** abide by and work in accordance with the Red Cross and Red Crescent principles.

SUMMARY JOB PURPOSE

The role is responsible for the effective and efficient management of the Legal Unit, dissemination of IHL, provision of legal advisory services, and ensuring effective management of legal and contractual risks.

Key Responsibilities

Leadership

Provide leadership and ensure efficient and effective management of staff and resources in the Legal departments.

External relations and net working

- Develops and maintains a strong network among government authorities (ministries, National Legislative Assembly, relevant commissions) within her/his scope of expertise and other relevant organisations in the legal, judicial and academic sector
- Represents the SSRC in external meetings, relevant conferences

Dissemination of IHL

Works with the Communication department and in line with SSRC priorities:

- Ensure the implementation of the emblem regulation
- Contribute to strategy and plan/implement activities to advance implementation of IHL-related domestic legislation
- Organizes workshops, trainings and other events related to IHL and other issues of concern among target audiences
- Conducts presentations and dissemination sessions to target audiences
- Support the communication team in developing approaches and tools to engage with legislative and judicial target audiences
- Supervise and guide surveys or studies carried out on defined IHL-related issues

Legal risks

- Review and provide legal advice on tender documents.
- Review ongoing cases and advice management accordingly.
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Provide legal protection and risk management advice to management especially on contract management.

In collaboration with the internal auditor, overseeing SSRC legal risk management programs for the entire system, recommending and assisting in the development policies, procedures and systems pertaining to risk management issues

- Leading various SSRC compliance initiatives; participating in the development, implementation and oversight of the corporate compliance program to facilitate the prevention of fraud and abuse and to promote the mission and values of SSRC.
- Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff.

Policy development

- Review and advice management on legal implications of internal policies and procedures.
- Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements.

Litigation management

- Review progress of outstanding litigation and liaise with and manage external lawyers.
- Advising the organization and related entities on the litigation risks of possible business decisions, providing preventive counselling with respect to the legal risks associated with business practices, and developing strategy with both inside and outside counsel in response to civil litigation and regulatory inquiries.

Regulatory compliance

- Formulate compliance check-lists to be used for the purpose of ensuring that all information required is provided accordingly.
- Continuously monitor compliance with statutory obligations and advise senior management accordingly.
- Prepare monthly and quarterly reports for the department for senior management meetings.

Contract negotiation

- Review all contracts or any other documentation where the organization and related entities are parties to and assess legal implications that need to be brought to the attention of the Senior Management.
- Prepare, review and modify contractual instruments to assist and support various business activities.
- Negotiate, review and draft documentation for business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time.
- Advises SSRC on issues related to MoUs, domestic labour laws and other legal matters.
- Drafts legal notes and analysis, legal aspect of working papers, summary notes of relevant external reports, statements.

Regulatory compliance

- Formulate compliance check-lists to be used for the purpose of ensuring that all information required is provided accordingly.
- Continuously monitor compliance with statutory obligations and advise senior management accordingly.
- Prepare monthly and quarterly reports for the department for senior management meetings

Minimum required knowledge and experience

- Post graduate Degree in law (Human rights, IHL).
- Should have advocate practising license
- 3-4 years of experience in administration, humanitarian area, humanitarian law, human right or similar position.
- Proven track record of providing accurate and effective legal counsel;
- Proven truck record of adding value to an organisation through the development of comprehensive contract documents that mitigate risk and penalties.
- Demonstrated knowledge of, and experience with, laws dealing with government and/or commercial contract administration, particularly contract negotiation, preparation and administration.
- Demonstrate success in managing and conducting a variety of litigation matters;

- Excellent interpersonal and effective communication skills necessary for interaction with Government departments, the judicial system and negotiating parties and the senior management team of the Society.
- Fluent with full knowledge of English and Arabic .
- Expert level in computer skills
- Skilled in the following competencies: Networking and Communication , adapting and learning, Supervision and staff Management, Communication (ability to express views and ideas).
- Excellent knowledge of the South Sudan Red Cross and the other two components of the movement (ICRC and IFRC).
- Apply security guidelines all the time .
- Excellent knowledge of the Socio-Political environment of the Country
- Readiness to spend 60% of the time in the field and provide support to the Branches.
- Valid driving licence.

How to apply:

Interested applicants should submit their **CV with 3 references**, copy of their National ID and copies of credentials including day time telephone contract to Human Resources Department Or by email: vacancy@southsudanredcross.org Please indicate the title of the position you are applying for in the subject line of the email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross headquarters at plot #4, Block Ministries, Munuki Area – Juba. Please clearly indicate the position you are applying for on the back of your envelop.

Deadline for submission is on 14th February 2017.

Note: Only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.

Female Candidates are encouraged to apply