



**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy No: JBA-2019/17/1/5**

**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. 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, Food Security and Livelihoods, and Demining.

DRC-DDG Seeks to Recruit:-

Position Title	Legal Assistant – 2 Positions
Report to	Protection Manager
Duty Station	Malakal
Contract Type	Fixed-term with possibility of extension depend on funding availability
Employment Start Date	As soon as possible
Eligibility	South Sudanese Only
Salary	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline	5 <sup>th</sup> February, 2019

**Purpose of the post**

The Legal Assistant (HLP) position will ensure implementation of HLP programming activities in Malakal PoC and Malakal town, Upper Nile State. The Legal Assistant will work with other national legal and relevant protection staff for all HLP activity implementation, support the Legal Officers in Malakal with reporting, coordinate with partner organizations and government entities and maintain strong relations with all relevant stakeholders.

**Responsibilities and Tasks**

- Support in the implementation of the HLP/Legal Aid program and provision or relevant services to beneficiaries.
- Coordinate with legal partners and relevant authorities in Malakal town, PoC and Juba where necessary.
- Assist in the development DRC's HLP strategy and program implementation.
- Implement HLP activities in accordance with agreed strategy, operational plan, budgets and DRC and donor regulations.
- Conduct HLP assessments and analysis to identify HLP/Legal concerns and respond to the risks identified accordingly.
- Prepare and submit regular monitoring reports.
- Prepare and follow weekly and monthly work plans.





- Work closely with the Legal Officers and Protection Manager to provide legal assistance to beneficiaries.
- Provide inputs for legal reports and analyses in close collaboration with the Legal Officers and Protection Manager.
- Contribute to and support effective monitoring, evaluation, and learning processes and initiatives, and ensure effective data and information management and contribute to regular reporting on activities (weekly, monthly, quarterly, mid-year, and annual as required).
- Support in the management of legal cases and the use of the database and ensure referrals are followed-up by relevant staff/organizations/authorities.
- Ensure regular general monitoring visits to the affected community are conducted to identify legal concerns.
- Work closely with the Legal Officers and Protection Manager in designing training modules and tools for community committees and government legal authorities.
- 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.
- Create and follow weekly work plans to schedule the team's program activities.
- Liaise and build partnerships with community leaders, and other relevant actors to encourage participation in, support for and a better understanding of the program activities
- Ensure compliance with security management rules and procedures; for example, ensuring relevant documentation and procedures are understood and adhered to by staff.
- Prepare project procurement plans and raise materials/services requisitions and follow up with the respective support departments.
- Liaise on a regular basis with Malakal and Juba colleagues to flag issues and concerns and provide relevant updates.
- Ensure synergy between HLP and other sectors at Area office level but also across DRC Area programs in the country.
- Any other tasks as required by the super relevant to the implementation of protection objectives and activities.

## PERSON SPECIFICATION

### Qualifications and Experience:

- A degree in law or equivalent degree qualifications;
- At least 1 year relevant experience;
- Proven technical knowledge of South Sudanese legal practices;
- Experience in project implementation;
- Familiar with rule of law;
- Understanding of engaging with the cluster system in IDP sites;
- Ability for rapid analysis of very complex issues, strong decision-making, and translation of programmatic learning and priorities into operational strategies;
- Excellent interpersonal skills, cross-cultural communication and ease in managing a multi-ethnic team;
- Good team leadership and conflict resolution skills, consensus team building, and adaptability;
- Ability to work well with other national staff;
- Experience delivering programs to tight deadlines;
- Strong communication and writing skills;
- Fluency in written and spoken English language;
- Ability and willingness to work in remote and isolated location with limited access to services and changing security scenarios;

### Languages

- Fluency in English (Spoken and written) is required
- Knowledge in Arabic and local languages is an added advantage

### 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 Resource Department to the attention of **Human Resource Manager** in Juba or **HR and Admin Officer** in DRC-DDG Office in Malakal. **Female candidates are encouraged to apply.**

Title of the position/vacancy number MUST be clearly marked 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

