

NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN

VACANCY ANNOUNCEMENT

JOB TITLE: Information Counselling and Legal Assistance (ICLA) Paralegals
DUTY STATIONS: Wau Wau (with operations in Wau South & North, Baggari, Baselia and Kpaile)
NO. OF POSITIONS: 2
REPORTING TO: ICLA Officer
STARTING DATE: 15 April 2022
DURATION: 12 Months with possibility of extension
SALARY: Reasonable Monthly stipend

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values. to be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

The Food for Peace Project to be implemented in **Wau**, like other NRC programmes, is designed to provide community engagement to facilitate realistic programming for IDPs and returnees in South Sudan, thereby contributing to the improvement of their living conditions and the development of viable and sustainable solutions.

Duties and responsibilities:

Under the guidance of the Project ICLA officer and with technical support from the ICLA team leader, the ICLA paralegals will:

- Assist the ICLA officer in implementing the activities of the project; this includes, planning, budgeting and reporting.
- Mobilise the Community to participate and benefit in the Project activities;
- Engage in extensive community outreach and monitoring exercises within selected locations to identify, report and refer cases in line with ICLA project objectives
- Discussing and developing talking points on Community engagements and activities;
- Be responsible for preparing accurate, honest, and timely reports of their individual activities; In particular, maintaining signed records of the engagement and activities with the community.
- Assist with provision of information and counselling for beneficiaries in the community through extensive outreach work in and around settlements, including throughout the working area.
- Conduct individual and group information sessions as outreach ICLA services with identified communities throughout the working area.
- Identify cases and document Housing, Land and Property cases
- Reporting any incidents, challenges and hindrances in planning, organising, mobilising and conducting the project activities;

- Providing briefs, updates and trends to the Project ICLA officer on the meetings and issues raised by the community;
- Follow up of complaints by the community;
- Work cooperatively with the beneficiaries and other relevant stakeholders to strengthen the project
- Follow up with the partners and the authorities on updates of the project;
- Assist with using clear and strong referral mechanisms with counterparts in other organisations/agencies (national and international).
- Assist the ICLA staff and any staff involved in the project in analysing the data collected during project activities;
- Assist with preparation of outreach work and materials.
- Assist in conducting and preparing mapping of relevant services being provided and updating it on a weekly basis.
- Assist in preparing for and conducting regular assessments (including focus group discussions, interviews, questionnaires, etc.).
- Keep the project team updated on the situation on ground related to project implementation;
- Perform any other duty as assigned by the ICLA officer.

Qualifications/Experience/Skills/Personal Qualities:

- Completion of higher education studies; in Law, Humanities, Social Sciences or a related field in Law, Humanities, Social Sciences or a related field.
- An understanding of protection principles, human rights and humanitarian principles and practices;
- Previous experience working with protection and project management of a team, if possible with an international NGO or UN agency;
- Understanding of customary law systems as well as land and property issues is an asset;
- At least two years' experience in IDP/refugee related programmes and community-based work;
- Strong previous experience in casework and case management;
- Familiarity and good knowledge of the project operation area;
- Good-level competency in computer skills (common Microsoft Windows and Office applications)
- Proven skills and experience in report writing;
- Strong organizational and logistical skills and the ability to work with little infrastructure and to function in difficult situations including limited transport options;
- Fluency in English, both written and verbal.
- Good knowledge of Arabic and the local language of the specific project area.

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers/Emails and address plus three references (one of these should be your current or most recent employer) are essential.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than 30th March 2022 online or in an enclosed envelope to the Wau or Juba NRC office clearly marked "ICLA Paralegal-Wau; USAID/BHA Project"

FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY. Only short-listed candidates will be contacted.