

 **9th /08/2019**

**VACANCE ANNOUNCEMENT**

**POSITION PRO BONO LAWYER (1)**

**LOCATION Juba**

**STATING DATE ASAP**

 **SALARY: According to IPCA salary scale depending on experience and qualification.**

**Contract duration: 3 months’ probation period, renewal is depend on performance**

**About Us:**

IPCA is a non –profit, independent, non-governmental organization south Sudanese organization found in 2010, and dually registered with the ministry of justice under registration No:1899 and south Sudan relief and Rehabilitation Commission, under registration No: 621. IPCA wishes to recruit a highly completed proactive and self-driven person (south Sudanese) to fill the position of pro bono lawyer to be based in Juba. And women are strongly encourage to apply

PRIMARY RESPONSIBILITIES

Duties of lawyer

**Responsibilities and duties of the pro bono lawyer:**

* He shall organize day-to-day time management and work related to mobile and canter-based legal aid activities ( development of weekly schedule and staff work plan);
* He shall represent IPCA in protection and CCCM cluster in Juba PoCs
* He shall represent IPCA all rule of law, legal aid and human rights forums in South Sudan and abroad
* He shall lead in preparation of all justice proposal documents in coordination with IPCA fundraising and partnership coordinator and IPCA resource mobilization advisor.
* He shall prepare monthly Unit reports and project reports and submit them to IPCA M&E Unit for review.
* He shall actively participate in IPCA internal meetings per directives of IPCA programs Manager.
* He shall study Constitution, statutes, decisions, regulations, and ordinances of quasi-judicial bodies to determine Ramifications for cases.
* He shall lead in provision of comprehensive legal aid services (legal representation in all courts, legal mediation, legal advice, documents of client’s cases and case management) to IPCA projects beneficiaries prepare legal briefs and opinions, and file appeals in state and federal courts of appeal.
* He shallsupervise the Centre-based and mobile teams of PSS assistants in urban and rural areas, receive referrals from different agencies and local actors and provide feedback of action taken;
* He shall liaise with government, donors, partners and communities on areas for legal aid interventions – including liaison with communities on mobile activities
* He shall assist the line manager in administrative matters related to access to Justice Unit.
* He shall lead in justice, human rights and protection training in coordination with line IPCA management
* He shall write field visit daily and weekly reports on major findings, needs and problems faced.
* Propose new activities according to identified needs and suggest solutions for problems encountered with activities
* He/she shall be assigned a relevant official duty by the supervisor

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| **KNOWLEDGE & SKILLS REQUIREMENTS:** Minimum requirement for performance of work described (Level of Knowledge, Skill and Ability).  **Education:**Minimal Diploma in law preferred and Bachelor Degree in law is an added advantage **Knowledge of language(s) and other specialised requirements**:* Proficient in Arabic and English;
* Computer literate in word processing, spreadsheet and database use;
* Minimum of 4-5 years’ experience in a similar project
* Work experience in south Sudan and remote location is a must
* Able to multi task, set priories and working under tight deadline
* Planning, and report writing skills
* Good inter-personal skills
* Good coaching skill
* Capacity to work independently within a team environment.
* Strong level of verbal communication skills
* Demonstrated networking skills

**Interested and qualified candidates should submit their applications, if possible with Recommendation letter, motivation letter, Criminal conviction finger printing, Academic transcripts and CV to the HR Department IPCA main office, Juba through email address: ipcarecruitment@gmail.com. Or submit your hard copies to IPCA main office-Juba. Only those candidates who meet the qualification and requirements for the mentioned posts will be invited for interview. Dateline is 29th of August 2019Contact Details:  Physical address**: **Munuki block B 200 meters from Munuki Suk Libya Round AboutMobile: 0925888138** |

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