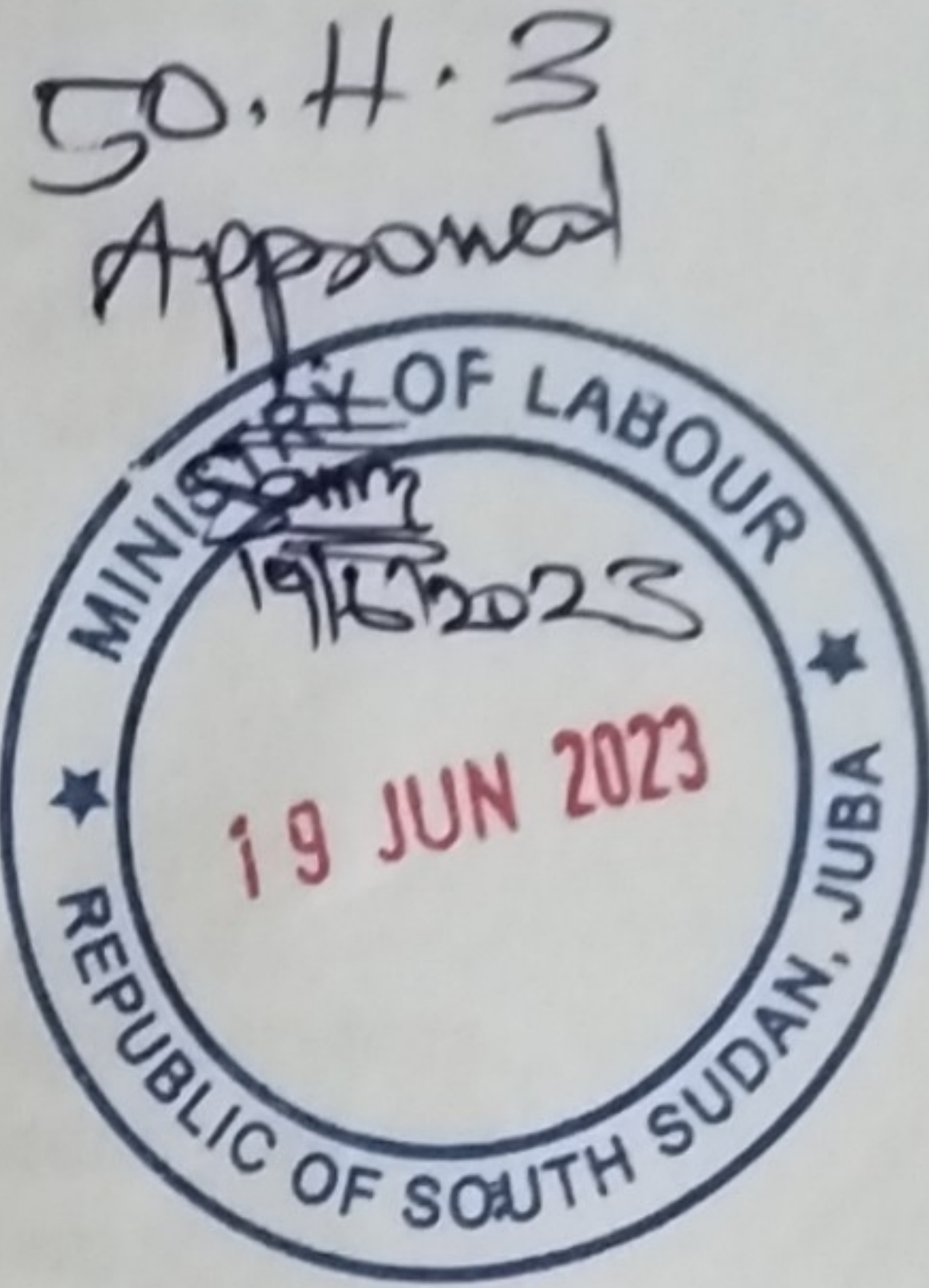




**INVISIBLE WOMEN INCLUSION NETWORK
(I-WIN)**

JOB ADVERTISEMENT

Job title: Access to Justice Assistant Officer (A2JO)
Department: Rule of law and good governance (RoLGG)
Employment category: Fixed amount contract
Reporting to: State Coordinator Warrap State
Unit/department: Programs
Location: Kuajok
Donor: UNDP

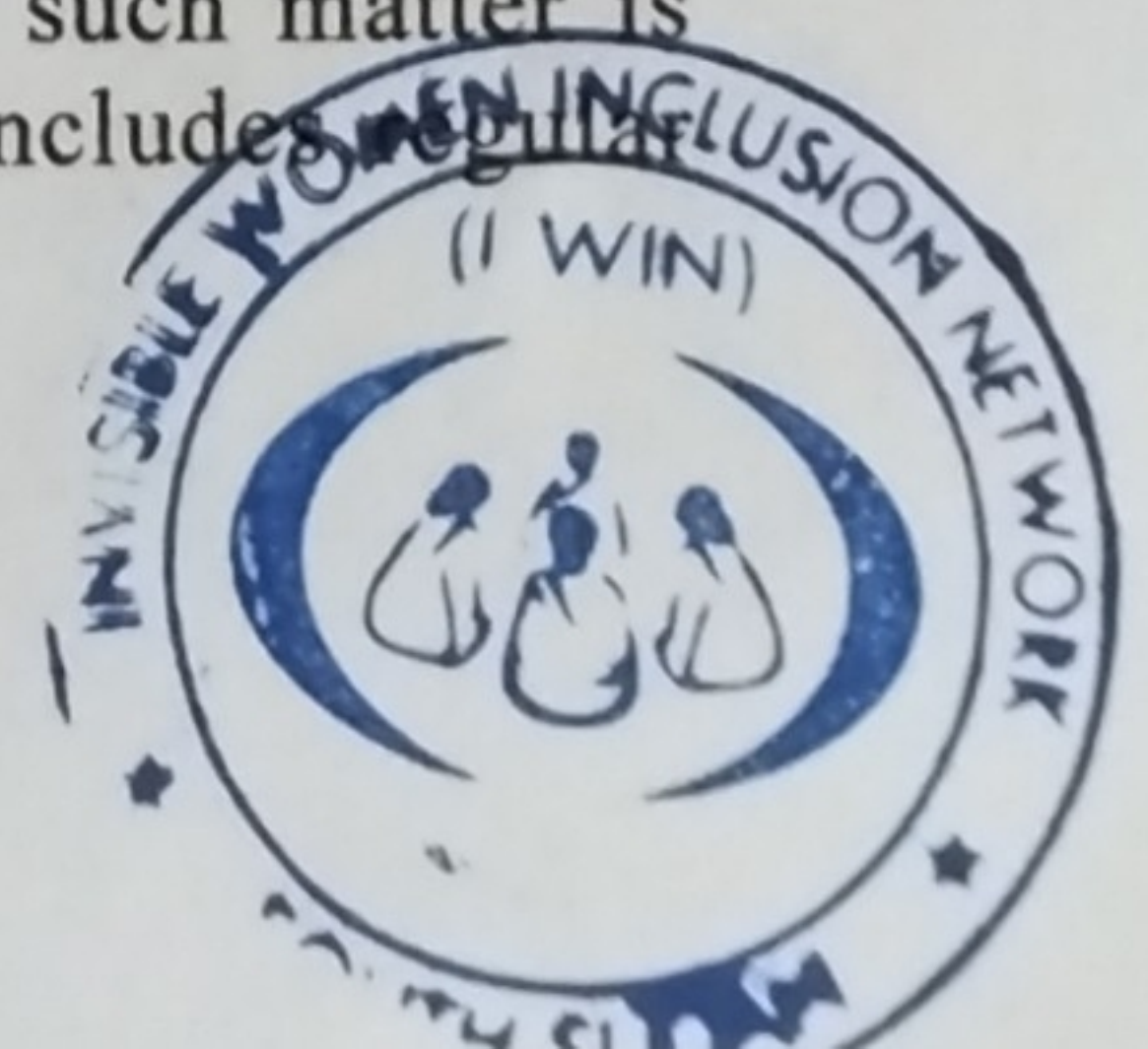


About I-WIN JCC program

To secure justice, equity, and access to opportunity for and with people who have low incomes through passionate legal representation and advocacy for systemic change.

Providing a legal service to I-WIN clients.

- Providing pro bono legal representation for victims and survivors of SGBV alongside other representation services.
- Visit prison sites and detention centers to provide legal aid services to prisoners.
- Training of victim support groups on transitional justice (TJ)
- Training community members on legal rights issues around land rights and the bill of rights as provided for in South Sudan laws.
- Be in-charge of the justice and confidence center JCC to be established in Kuajok.
- Attend radio programs to discuss legal issues.
- Interviewing persons seeking legal assistance or any person acting on their behalf.
- Assessing their matters in terms of the I-WIN criteria.
- Consulting with I-WIN coordinator on the best strategy for dealing with each matter, such as direct assistance, mediation, litigation, or other form of legal intervention.
- Preparing detailed briefs for legal practitioners in matters which require pro bono legal assistance.
- Generally, managing all matters from time of consultation until such matter is either closed or referred to a suitable pro bono attorney, which includes follow-up on the progress of the case.





**INVISIBLE WOMEN INCLUSION NETWORK
(I-WIN)**

- Undertaking all duties assigned to you to enable overall effective work performance both at the office and other locations.
- Participating in projects that your office/department/project is working on.
- Assisting in planning and executing training and other events held by I-WIN.
- Working very closely with the state coordinator to perform any other duties assigned to them.

Qualifications and experience:

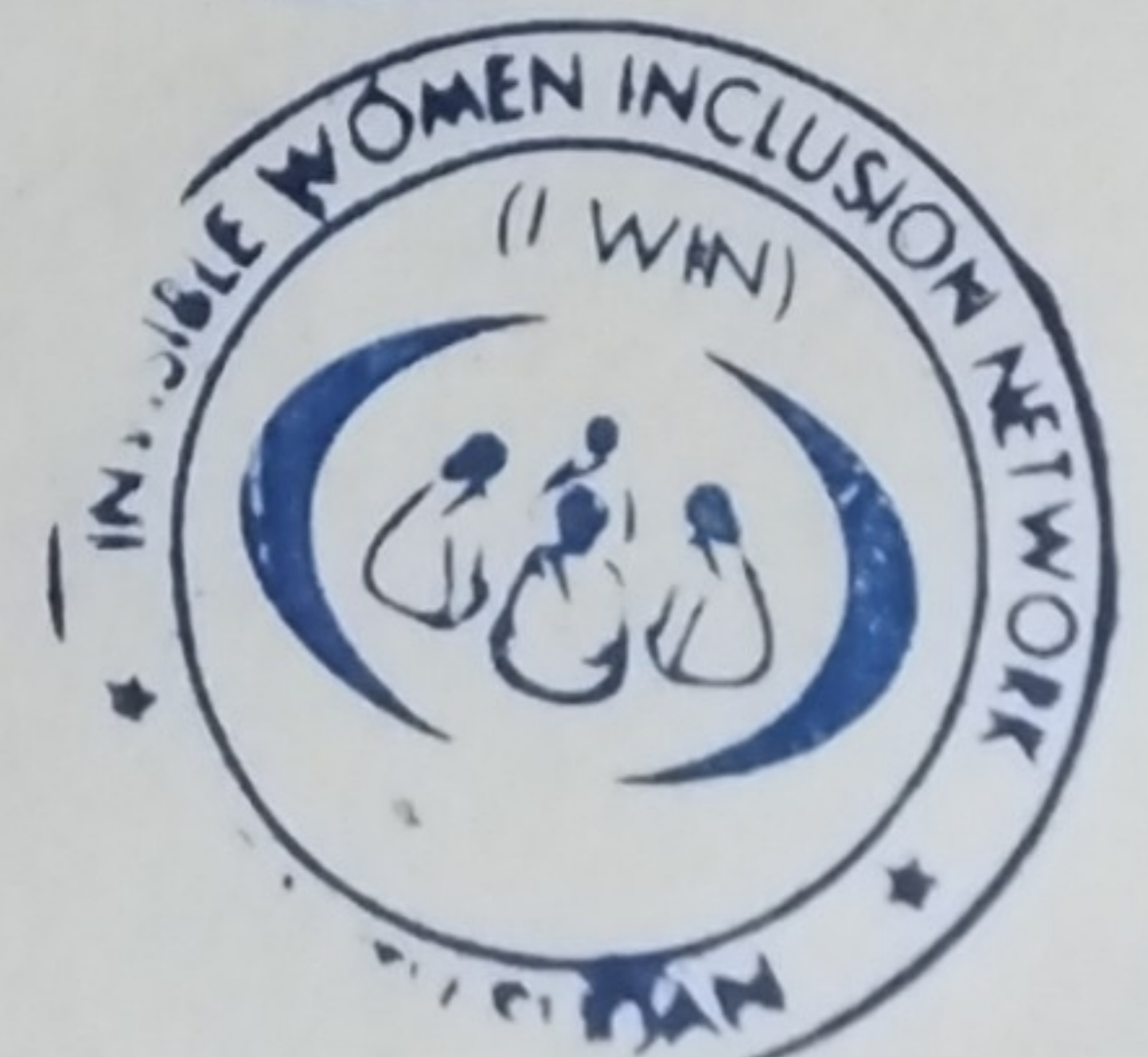
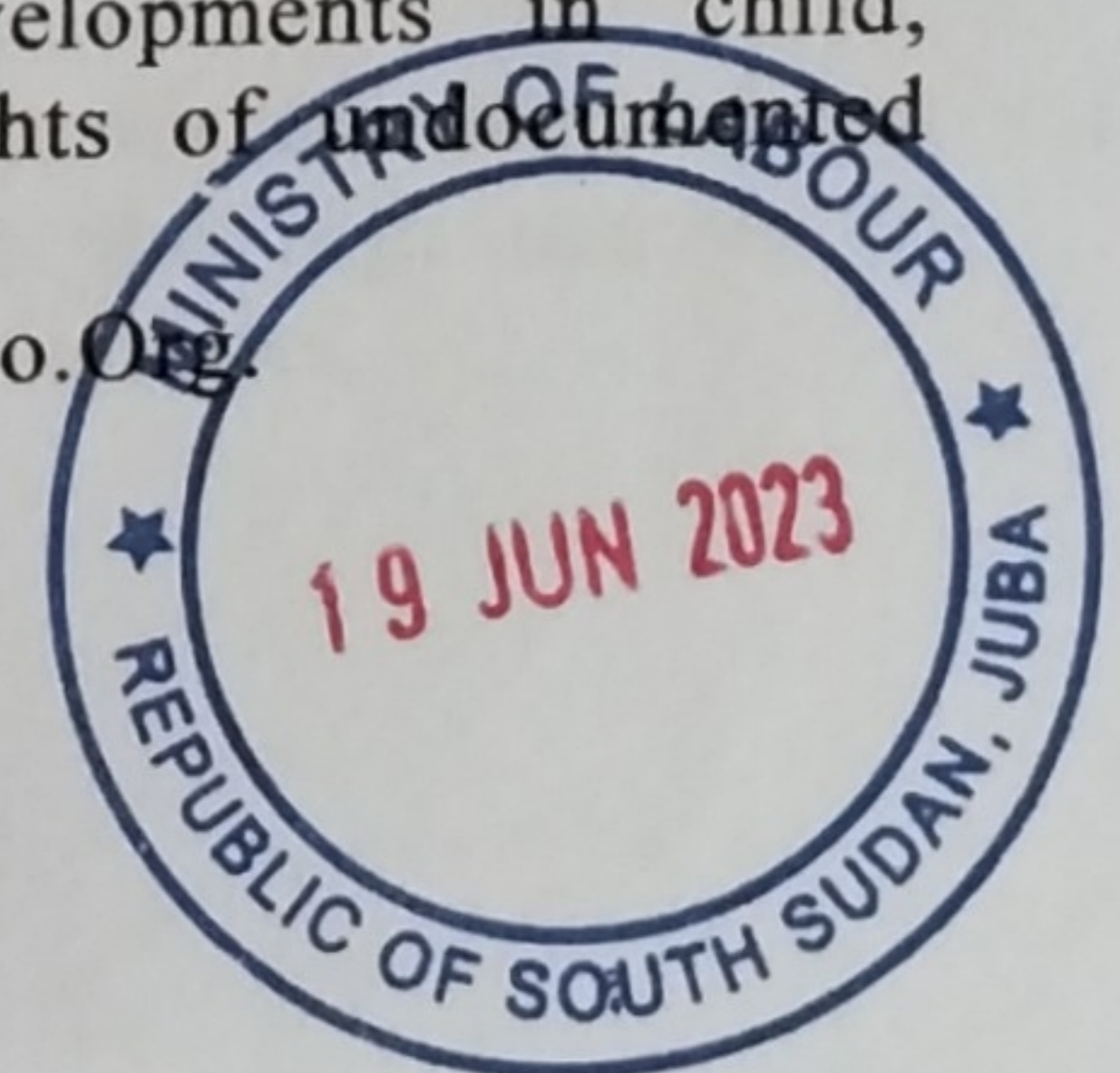
- A diploma in Law or paralegal studies.
- 2-3 years of experience in general law office skills providing paralegal services, either in a law firm or a law clinic (e.g. at university or in a community advice office) or any other legal environment, such as Legal Aid South Sudan;
- The candidate should have police clearance not older than three months.
- Experience in child law cases, including undocumented minors, and Children's Courts.
- Knowledge and understanding of refugee and migrant law, and the law and rights of refugee and migrant children in South Africa, with special focus on the legal terminology used and the legal procedure to be followed in these types of cases.

Skills:

- Excellent written communication skills, for drafting opinions, correspondence, and other documents.
- Excellent oral communication skills, ensuring effective interaction with the project managers in Johannesburg, clients, experts, vendors, court staff, attorneys, advocates, and other stakeholders.
- Good computer skills, with proficiency in Word, Outlook, Excel, PowerPoint, and webinar support for training and presentations via Zoom and Microsoft Teams.
- High levels of organization – internal and external.
- Excellent organizational skills enabling the management of voluminous case files and exhibits.
- Strong research skills to keep abreast of any developments in child, refugee/migrant law, and the law pertaining to the rights of undocumented children.
- Ability to learn quickly and understand the work of ProBono.Org.
- Rigid attention to detail and ability to work under pressure.
- Ability to adjust to new circumstances and change.

Interpersonal skills:

- Commitment to social justice and access to justice.
- Good interpersonal skills.
- Ability to work with a wide range of people in a respectful way.
- Patience.
- Ability to work under pressure.





INVISIBLE WOMEN INCLUSION NETWORK (I-WIN)

- Interest in people and their problems.
- Teamwork that involves assisting with general ProBono.Org needs such as working on events.
- Displaying a strong work ethic, including being prepared to work extra time when required.

Submission Guideline:

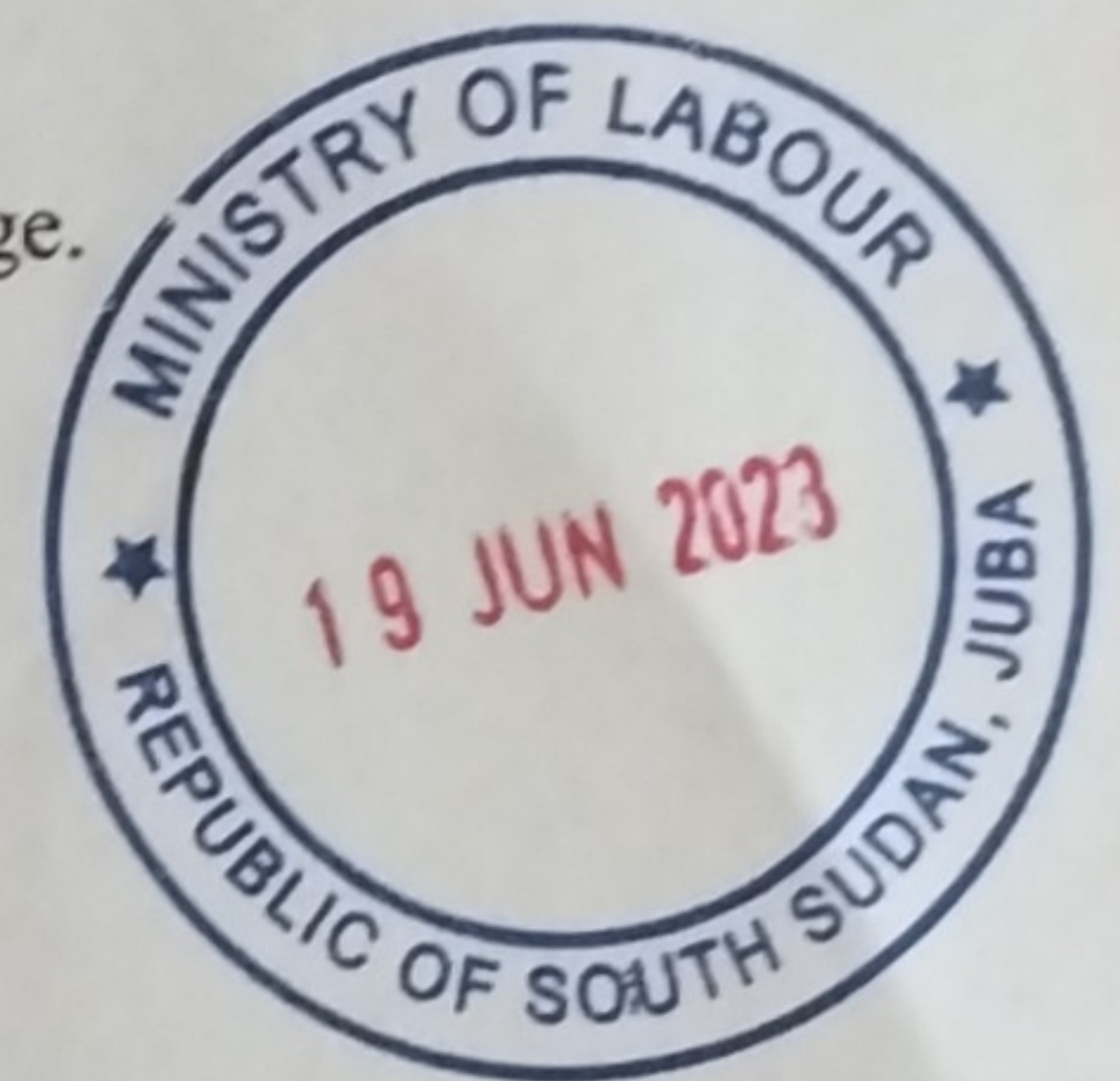
Shortlisted candidates will be directly contacted for interviews. If you are not contacted TWO or FOUR WEEKS after the closing date. Please know that your application has not been successful for the post.

Languages: (indicate fluency level)

- Fluency in written and spoken English and Arabic.
- Understanding of local language in the project area is an added advantage.

Key stakeholders: (internal and external).

- I-WIN State Coordinator.
- Technical staff and support staff at field Office.
- UNDP, UN Agencies, and other humanitarian partners.
- State Authorities in Warrap.



HOW TO APPLY

- Interested candidates (South Sudanese Nationals) who meet the above criteria should submit their applications, cover letter and updated CV with at least three referees with their telephone and email contacts. Address your application to info@i-win-ssd.org CC programs@i-win-ssd.org to be received by 06th.07.2023 @ 5:00PM(local time).
- **Indicate the position you're applying for in the subject line.**
- **Please note that only shortlisted candidates shall be contacted and document once submitted will not be returned.**
- I-WIN is an equal-opportunity employer. We thank candidates for their high interest in the opportunities we publish on our website. Due to the high number of applications we receive, we will only get back to shortlisted candidates.
- **Female candidates are highly encouraged to apply**

