



South Sudan
Red Cross



JOB ADVERTISEMENT	
Job title:	Legal Officer
Duty Station:	SSRC HQs – Juba
Reports to:	Secretary General
Advert open date:	20 February 2023
Advert Close Date:	7 March 2023

ORGANIZATIONAL CONTEXT

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9th March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and 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 (21) branches and a growing network of units. There are currently over 250 SSRC staff, approximately 14,000 volunteers and 2,000 members 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 2030 of the IFRC, 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 Legal Officer will be responsible for the effective and efficient management of the Legal Unit, dissemination of IHL and Humanitarian Diplomacy, provision of legal advisory services, and ensuring effective management of legal and contractual risks.

Key Responsibilities

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 regulations by public Authorities.
- Monitor and analyze specific legal issues pertaining implementation of emblem regulations.

- 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.
- Develops and maintains a strong network among government authorities and other relevant organisations within her/his scope of expertise.
- Represents SSRC in external meetings, relevant conferences.
- Provides reports in annual and quarterly basis on implementation of IHL activities.

Humanitarian Diplomacy

- Ensures humanitarian diplomacy is implemented in accordance with SSRC Strategic plan.
- Develops humanitarian diplomacy guidelines.
- Works with the communications department to implement humanitarian diplomacy campaigns.
- Ensures financial accountability on activities related to humanitarian diplomacy and submit reports accordingly.

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.
- Overseeing SSRC legal risk management programs for the entire system, recommending, and assisting in the development policies, procedures and systems pertaining to legal 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 follow 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 checklists 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.

Qualification requirements

- Degree or Post graduate or 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.

How to apply:

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including daytime telephone contact to Human Resources Department. Or by email: vacancy@ssdredcross.org please indicates the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross Headquarters, Plot #4, Block Ministries, Munuki Area, Juba.

Please clearly indicate the position you are applying for on the back of your envelop.

You should arrange your documents in the following order.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID or passport

Note: Only candidates with certified Copies of academic documents by the relevant public authorities or Line ministries will be shortlisted and contacted for an interview and all the photocopies are not returnable and will remain the property of SSRC.

Female candidates are encouraged to apply.