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Approved by A/Director,  
MUL JESSIR  
*[Signature]*  
27/02/2026

## AID LINK ORGANIZATION (ALO)

### SOUTH SUDAN

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Date: February 26, 2026



## JOB ADVERTISEMENT

| Job Title                     | ICLA Paralegal Assistant  |
|-------------------------------|---|
| Number of Positions           | One (1)   |
| Duty Station                  | Kajo-Keji County, Central Equatoria State (Non-Relocatable)                 |
| Position Reports To           | Project Officer – ICLA  |
| Desired Start Date            | ASAP  |
| Closing Date for Applications | March 26, 2026  |
| Contract Duration             | 6 Months (with possibility of extension subject to performance and funding) |
| Monthly Stipend               | Reasonable monthly stipend as per ALO scale                                 |
| Project                       | NRC-Supported Integrated Education and ICLA Project                         |

### Organizational Background

Aid Link Organization (ALO) is a leading national humanitarian organization operating in South Sudan since its establishment. ALO's key sectors of humanitarian intervention include **Food Security and Livelihoods, Education in Emergencies (EiE), Vocational Training Programs, Child Protection and GBV, WASH, and Shelter and NFI**. The goal of ALO's programming is to ensure that crisis-affected communities access **safe, inclusive, and quality services that uphold their rights and dignity**.

ALO has extensive experience implementing integrated protection and Education in Emergencies (EiE) programming across South Sudan, including **Information, Counselling, and Legal Assistance (ICLA)** interventions that strengthen community access to civil documentation, legal identity, and justice services. ALO currently implements integrated programming in collaboration with **Norwegian Refugee Council (NRC), Save the Children International (SCI), Ministry of General Education and Instruction (MoGEI), DRA**, and other partners.

ALO has well-furnished field offices in **Akobo, Juba, Rokon, Kajo-Keji, Nyirol, Pigi, Urur, and Duk counties**, with adequate and experienced personnel to ensure quality delivery of interventions to the most vulnerable communities.

### Project Context

Following the July 2025 conflict escalation in Kangapo II Payam, Kajo-Keji County, which displaced over 20,000 people and severely disrupted education and protection services, ALO—in partnership with the **Norwegian Refugee Council (NRC)**—is implementing an **integrated Education and Information, Counselling, and Legal Assistance (ICLA) project** in five primary schools: **Kodo, Lubule, Bori, Mary Buga, and Liwolo**.

The ICLA component provides **legal awareness, information, counselling, and civil documentation support** to vulnerable schoolchildren (mainly upper primary classes) and their families, strengthening access to legal identity, civil registration, and fundamental rights—enabling displaced children and caregivers to enroll in schools, sit examinations, access services, and claim their rights.



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### Job Summary

Under the guidance of the **Project Officer – ICLA** and with technical support from the **Education Coordinator**, the **ICLA Paralegals** will support implementation of ICLA activities in the five target schools and surrounding communities in Kangapo II Payam. The Paralegals will mobilize communities, conduct extensive outreach, provide first-line information and counselling, identify and document cases, facilitate civil documentation processes, and maintain accurate records of community engagement and case management activities.

### Key Duties and Responsibilities

#### Community Mobilization and Outreach

- Mobilize communities to participate in and benefit from ICLA project activities in the five target schools (Kodo, Lubule, Bori, Mary Buga, and Liwolo) and surrounding communities in Kangapo II Payam
- Engage in extensive community outreach and monitoring exercises within selected schools and communities to identify documentation gaps, protection risks, and legal assistance needs affecting schoolchildren and their families
- Conduct door-to-door visits, community meetings, and school-based consultations to raise awareness about ICLA services and encourage participation of vulnerable groups including women, girls, children with disabilities, IDPs, returnees, and marginalized families
- Work cooperatively with beneficiaries, PTAs/SMCs, school leaders, community leaders, and other relevant stakeholders to strengthen project implementation and community ownership

#### Information and Counselling Services

- Assist with provision of information and counselling for beneficiaries (schoolchildren and caregivers) through extensive outreach work in and around the five schools and throughout Kangapo II Payam
- Conduct individual and group information sessions as outreach ICLA services with identified communities, explaining the importance of legal identity (birth certificates, national IDs) for school enrolment, sitting examinations, accessing services, and child protection
- Provide first-line information to beneficiaries on civil documentation procedures, requirements, and available legal and administrative pathways to obtain birth certificates, national IDs, and other essential documents
- Address common barriers to documentation, clarify procedures, and explain how documentation strengthens durable solutions for displaced children and families

#### Case Identification and Documentation

- Identify cases and document Housing, Land, and Property (HLP) cases, civil documentation needs, and school-related documentation barriers affecting learners and caregivers
- Assess beneficiary needs, prioritize cases for individualized ICLA support, and refer complex cases to the Project Officer – ICLA for advanced legal assistance
- Maintain accurate, honest, and confidential records of individual and group engagements, including signed records of activities with the community
- Ensure that all client information and case files are safely stored and handled in strict accordance with confidentiality protocols, data protection standards, and "do no-harm" principles

#### Case Follow-Up and Referrals



- Follow up on civil documentation cases with beneficiaries, government offices (civil registry, Ministry of Interior, local authorities), and relevant stakeholders to track progress and ensure case closure
- Assist with using clear and strong referral mechanisms with counterparts in other organizations/agencies (national and international), including NRC ICLA teams, protection actors, child protection services, and GBV response providers
- Follow up with partners and authorities on updates related to documentation processes, case progress, and systemic bottlenecks
- Follow up on complaints and feedback from the community, ensuring that concerns are documented, escalated to the Project Officer – ICLA, and addressed promptly

### **Community Engagement and Awareness**

- Discuss and develop talking points on community engagement activities, legal awareness messages, and ICLA service promotion in coordination with the Project Officer – ICLA
- Participate in community awareness sessions, information campaigns, and sensitization activities on legal identity, civil documentation, child rights, and access to justice
- Assist with preparation of outreach work materials, visual aids, and Information, Education, and Communication (IEC) materials for community engagement
- Promote community understanding of the linkages between legal identity, education access, and protection outcomes

### **Data Collection and Reporting**

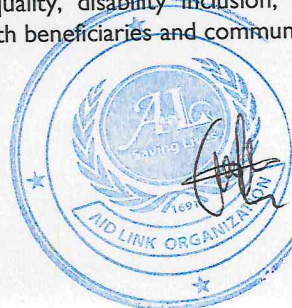
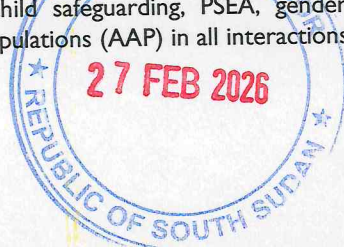
- Be responsible for preparing accurate, honest, and timely reports of individual activities, including maintaining signed records of engagement and activities with the community
- Assist the ICLA Officer and project team in analyzing data collected during project activities, including case data, community feedback, and outreach outcomes
- Assist in conducting and preparing mapping of relevant services being provided (legal aid, civil registry, protection services, etc.) and updating it on a weekly basis
- Assist in preparing for and conducting regular assessments including focus group discussions, interviews, questionnaires, and community consultations
- Keep the project team updated on the situation on the ground related to project implementation, government office functionality, documentation processes, and emerging protection concerns
- Provide briefings, updates, and trends to the Project Officer – ICLA on meetings, issues raised by the community, protection concerns, and barriers to documentation

### **Coordination and Representation**

- Reporting any incidents, challenges, and hindrances in planning, organizing, mobilizing, and conducting project activities to the Project Officer – ICLA
- Follow up with partners and authorities on updates related to the project and community concerns
- Represent ALO professionally in community meetings, school-based consultations, and interactions with beneficiaries, community leaders, and local authorities

### **Safeguarding and Protection**

- Adhere to ALO and NRC security policies, client confidentiality protocols, and safeguarding standards throughout all activities
- Report any safeguarding incidents, protection concerns, child protection cases, or GBV cases immediately to the Project Officer – ICLA for appropriate referral and response
- Ensure that ICLA services are delivered in safe, accessible locations where no risk is posed to female clients, girls, children with disabilities, and other vulnerable persons
- Promote child safeguarding, PSEA, gender equality, disability inclusion, and accountability to affected populations (AAP) in all interactions with beneficiaries and communities





#### Other Duties

- Perform any other duty as assigned by the Project Officer – ICLA or Education Coordinator

#### Essential Qualifications, Experience, Skills, and Personal Qualities

##### Education

- **Completion of higher education studies in Law, Humanities, Social Sciences, or related field** (Diploma or Certificate required; Degree is an added advantage)

##### Experience

- **At least 2 years of experience in IDP/refugee-related programmes and community-based work** in humanitarian or development contexts
- **Previous experience working with protection programming and community engagement**, if possible with an international NGO or UN agency
- **Strong previous experience in casework and case management**, including identifying cases, documenting client information, and maintaining confidential records
- **Familiarity and good knowledge of Kajo-Keji County and Kangapo II Payam operation area**, including community structures, local authorities, and government offices

##### Core Skills and Competencies

- **Understanding of protection principles, human rights, child rights, and humanitarian principles and practices**
- **Understanding of customary law systems as well as land and property issues** in South Sudan context is an asset
- **Good-level competency in computer skills** (common Microsoft Windows and Office applications including Word, Excel)
- **Proven skills and experience in report writing**, including preparing activity reports, case documentation, and field observation notes
- **Strong organizational and logistical skills** and the ability to work with little infrastructure and to function in difficult situations including limited transport options
- **Strong interpersonal and communication skills**, with ability to engage respectfully with diverse stakeholders including beneficiaries, community leaders, school staff, and government officials
- **Ability to work independently with limited supervision** in remote, insecure, and resource-constrained field settings
- **Demonstrated commitment to client confidentiality, data protection, and "do no harm" principles**
- **Demonstrated commitment to gender equality, disability inclusion, child safeguarding, and accountability to affected populations**

##### Language Requirements

- **Fluency in English, both written and verbal** (required)
- **Good knowledge of Juba Arabic** (required)
- **Good knowledge of local languages spoken in Kajo-Keji County** (e.g., Bari, Kakwa) is a strong advantage

##### Safeguarding, Child Protection, and Code of Conduct

ALO applies a **zero-tolerance policy** on:

- Sexual Exploitation and Abuse (SEA)
- Sexual Harassment
- Child Abuse and Neglect

**Employment is subject to:**

- Background and reference checks



- Mandatory signing of ALO's PSEA and Child Protection Policy and Code of Conduct
- Ongoing safeguarding training and compliance throughout the contract period

All ALO employees are expected to work in accordance with the organization's values of being **dedicated, innovative, inclusive, and accountable**. These attitudes and beliefs shall guide our actions and relationships with beneficiaries, partners, and colleagues.



### How to Apply

Interested candidates should submit:

1. **Updated CV** (maximum 4 pages)
2. **Cover letter** explaining why you would like to work for ALO and why you believe you are the best candidate for this position
3. **Copies of academic credentials** (diploma, certificate, degree)
4. **Nationality certificate or identification document**
5. **Three professional references** (one must be your current or most recent employer) with contact details (phone numbers and emails)

**Submit applications to:**

Email: [hr@aidlinkssd.org](mailto:hr@aidlinkssd.org) or [info.aidlinkssd.hr@gmail.com](mailto:info.aidlinkssd.hr@gmail.com)

Subject Line: **Application for ICLA Paralegal – Kajo-Keji County**

**Alternatively**, submit in a sealed envelope clearly marked "**ICLA Paralegal – Kajo-Keji County**" to: **ALO Head Office, Juba, South Sudan or ALO Field Office, Kajo-Keji County**

### Important Notes

1. **This position is strictly open to local candidates** who are already based in or willing to relocate to Kajo-Keji County, Central Equatoria State
2. **Only shortlisted candidates will be contacted** by email or phone
3. **No confirmation of receipt of application** will be provided
4. **Submitted copies of academic documents will NOT be returned** to applicants after reviewing
5. **Incomplete applications will not be considered** for shortlisting
6. **Applications submitted after the closing date (March 26, 2026) will NOT be considered**
7. **Please do not submit original certificates**

### Equal Opportunity Statement

**ALO is an equal opportunity employer and strongly encourages applications from qualified women and Persons with Disabilities (PWDs).**

**FEMALE CANDIDATES WITH REQUIRED QUALIFICATIONS AND EXPERIENCE ARE HIGHLY ENCOURAGED TO APPLY.**

### Aid Link Organization (ALO)

*Improving lives and building resilient communities in South Sudan*

