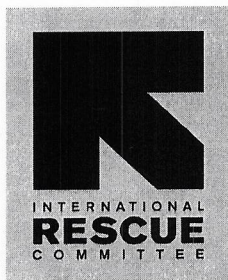


# Vacancy Announcement (Re-advertised)



**Job Title:** Senior Legal Officer – Relocatable (1 position)  
**Department:** Governance and Rights  
**Supervisor:** Protection Manager  
**Location:** Panyijar – Ganyiel Filed Office  
**Band/Level/Grade:** 8A  
**Start Date:** As soon as Possible  
**Opening Date:** 22<sup>nd</sup> July, 2024  
**Closing Date:** 8<sup>th</sup> August, 2024



## About IRC

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home.

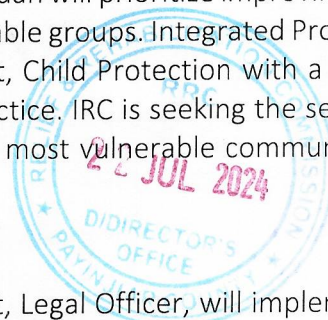
IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 9 field offices including in Juba with program portfolio covering health, nutrition, child protection, economic recovery and development (ERD)/livelihoods, women's protection and empowerment and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable groups. Integrated Protection in South Sudan covers Protection and Women's Protection and Empowerment, Child Protection with a strong focus on ensuring gender equality in both programming and organizational practice. IRC is seeking the services of Justice and Legal Officer to conduct access to justice activities, targeting the most vulnerable community members in Koch County, Unity state.

## Job Overview

Under the overall guidance of the Protection Manager, the incumbent, Legal Officer, will implement protection and access to justice activities, targeting the most vulnerable South Sudanese returnees and refugees. The incumbent will identify protection, legal, and information needs in the field and provide protection and legal services including protection monitoring, targeted individual assistance, legal counselling, plus legal and protection information services. His/ her responsibilities will also include conducting court monitoring visits and supervise legal case referrals. She/he will work with communities including Community Based Paralegals to ensure access to legal assistance is accessible by all. He/ She will serve the internally displaced persons (IDPs), returnees, and other populations of concern in line with IRC Access to Justice Guidance and Standard Operating Procedures, and Global minimum standards on protection.

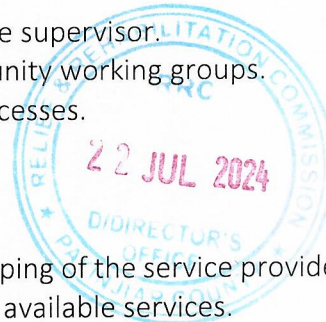
## Major Responsibilities

- Provides legal information, legal counseling, and other legal services to at risk populations including women and children and the wider community members in the protection emergency situation.
- Conduct legal information assessment in targeted locations.
- Working closely with the WPE team to provide legal counselling, information, and available legal options to GBV survivors and persons of concern.





- Conduct case management and follow up on legal cases with relevant justice actors within the Transit Center and other informal sites and ensure all individual files are well documented and fully updated.
- Provide legal assistance and ensure that legal aid data are consistently collected, analyzed, and aggregated for program refinement and advocacy purposes.
- Monitor and support Community Paralegals in alternative dispute resolution activities and receive weekly reports for filing and documentation.
- Coordinate with Client Responsiveness Manager to conduct a client satisfaction survey for closed cases.
- Closely work with GBV Prevention and Response and other actors within the transit centre and other informal sites to provide necessary assistance to survivors and witnesses.
- Conduct training and disseminate appropriate legal requirements to staff and formal and informal justice actors working in the target locations.
- Provide basic humanitarian protection training, and training on the national and international laws and standards for the formal and informal justice systems.
- Provide information to the targeted population on rights, entitlements, available services, civil documentation, and other necessary protection information Identification of beneficiaries to receive Individual Protection Assistance and follow-up of cases to monitor impact.
- Follow up on the legal protection of refugees, asylum seekers and returnees in detention to ensure individual rights is not violated.
- Carry out advocacy and sensitization activities at the field level. Liaise with security officers in IRC to keep up to date on the security situation of the field.
- Submit weekly reports and activity reports as required by the supervisor.
- Participate in legal trainings for protection team and community working groups.
- Work on budgets and raise PRs to support procurement processes.
- Carry out any other activity as required by the supervisor.



#### Coordination and representation

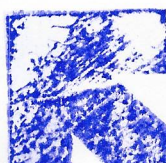
- Contribute to the maintenance of an up-to-date service mapping of the service providers operating in the area and take proactive steps to remain informed about the available services.
- Receives cases referred from other agencies. Provide feedback of actions taken to other agencies, when necessary and appropriate considering confidentiality requirements.
- Lobbies on behalf of individuals and families to access services and support individuals and families to effectively represent their views, needs and capacities in all meetings affecting them.

#### Job Requirements:

- Degree in Law or legal studies from a recognized university is required for this position.
- Admission to the bar in the relevant jurisdiction; license to practice law required.
- Good understanding of human rights, protection, GBV programming, gender equality, and civil documentation.
- Strong written and verbal communication ability in English
- Ability to gain trust and build relationships with new communities.
- Good communication skills, adaptation skills, and ability to build relationships with communities.
- High standard of spoken and written English and ability to speak local language.
- Basic Computer skills.

The position is for **South Sudanese nationals with all national documents**. Please submit a cover letter outlining your interest and qualifications and CV if you would like to be considered for this position.

**Working Environment:** Position is based in Ganyiel and must comply with IRC South Sudan's security protocols.





The IRC Core Values and Commitments:

**Standards of Professional Conduct:** The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

**Safeguarding policy:** The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

**Narrowing the Gender Gap:** The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

**Equal Opportunity Employer:** IRC is an Equal Opportunity Employer. IRC considers all applicants because of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

**How to apply:**

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to Human Resources Juba IRC Country Head Office located in APTECH Office Building, 3rd & 4th Floor, Plot Number 63, Block AXIII, 3rd Class, Hai Malakal, Juba, South Sudan or you can e-mail your applications to [SS-HR@Rescue.org](mailto:SS-HR@Rescue.org) not later than **31<sup>st</sup> July 2024 at 4:30pm.**

NOTE: Only shortlisted candidates will be contacted and attach photocopies only while the original will be asked at the interview panel. All the photocopies will remain the property of IRC.

Please those who have applied previously should not apply again!

**"WOMEN, MINORTITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY".**



Approved by  
AHC Deputy  
Sweetany  
22/7/2024

