



Vacancy Announcement	
Job Title:	Senior Legal Officer (01 Position)
Band / Level / Grade:	8A
Department:	General Protection and Rule of Law
Location:	Maban County- Upper Nile State
Overtime Eligible: (per local law)	Exempt
Opening Date	January 24 th 2023
Closing Date	February 10 th 2023

BACKGROUND:

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 10 field offices including in Juba with program portfolio covering health, nutrition, Environmental Health (EH), child protection, economic recovery and development (ERD)/livelihoods, women's protection, and empowerment, Education, 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.

JOB OVERVIEW/SUMMARY/ SCOPE:

Under the direct supervision of the Protection Manager, she/he will identify legal needs in the refugee camps, provide counseling and legal information and advice. The Legal Protection Officer will be responsible for conducting legal awareness sessions, legal case management and follow ups, legal representation, offer capacity development to the Community Based Paralegals/Legal Assistant, Community Leaders/Local Structures within the camps, customary court officials, government authorities on national and international laws, referral and PSEA, awareness creation on rights and obligations of refugee/asylum seekers under South Sudan and International Laws related to protection of the same, legal status, and other issues, as dictated by the needs at field level, analyze, present and track data for legal actions, offer routine supervision to the Community Based Paralegals/Legal Assistant, raise PRs, develop workplan and submit weekly reports to the Protection Manager according to the SOP and IRC Policies and guidelines.

Major Responsibilities:

- ❖ Conduct legal counseling services as part of protection legal case management
- ❖ Conduct regular court and detention facilities' monitoring visits and formulate relevant database for such monitoring visits
- ❖ Run the legal aid clinic/legal protection desk supporting beneficiaries with information and legal counseling



- ❖ Conduct individual interviews, Focus Group Discussions and meetings with communities and stakeholders to define protection/legal priorities and needs of beneficiaries.
- ❖ Identify and verify cases of Women, children, and Persons of Specific Needs PSNs and refer them to service providers within the camps.
- ❖ Record beneficiaries with protection/ legal needs and refer them to the appropriate service providers and legal institutions.
- ❖ Ensure that cases lodged at community level are tracked to the Office of the Public Prosecutor as part of case tracking.
- ❖ Assist in the collection, data entry and analysis of data, relevant to the refugee population and host community and their protection and legal concerns
- ❖ Responsible for developing and delivering the Access to Justice Annual Training Plan for Court Members, Community leaders, Community Protection Committees, Community Structures, Staff and Partners.
- ❖ Mobilize the refugee and host communities and facilitate awareness raising activities with other IRC sector teams [WPE & CP] as well as partner organizations, disseminating information about legal services available in the camps and host community
- ❖ Liaise and build partnerships with camp chairman, community leaders, court leaders, and other relevant actors to encourage participation in, support for and a better understanding of the program activities.
- ❖ Represent the department in meetings in the camp, IRC, UNHCR and other agencies, as requested by the Protection Manager
- ❖ Keep camp folders organized with all relevant documents such as distribution lists, release orders, case management files etc.
- ❖ Raise Purchase Requests [PRs] as required by the Protection Manager in accordance with the Workplan, Procurement Plan and Spending Plan.
- ❖ Compile weekly reports of activities undertaken and minutes of meetings, when requested
- ❖ Perform any other duties as requested by the Protection Manager.

KEY WORKING RELATIONSHIPS:

Position Reports to:

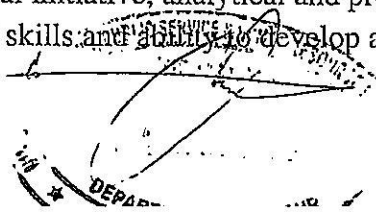
- ❖ Projection Manager.

Position directly supervises:

- ❖ Legal Assistant and Community Based Paralegals.

Job Requirements:

- ❖ Must be a South Sudanese National.
- ❖ Minimum 2 years of work experience in the legal sector, preferably in a humanitarian/refugee context.
- ❖ Prior Experience working with persons of concern including refugees, internally displaced, and/ or returnees.
- ❖ Experience and familiarity with South Sudan Formal and Customary Justice Systems.
- ❖ Understanding of protection principles and protection minimum standards.
- ❖ High level of personal initiative, analytical and problem-solving skills.
- ❖ Strong interpersonal skills and ability to develop and maintain working relationships across the organization.



- ❖ Commitment to learning and implementing organizational policies and procedures
- ❖ Ability to conduct community outreach activities.
- ❖ Experience in regular report writing.
- ❖ Good proficiency in MS Word, MS Excel, and MS PowerPoint packages.

Demonstrated Skills and Competencies:

- ❖ Belief in human rights including gender equality and inclusion.
- ❖ Strong communication skills including ability to gain trust and build relationships with refugee and host communities.
- ❖ Good understanding of International Human Rights and Refugee Law.
- ❖ Strong interpersonal skills and ability to work as part of a team, as well as independently.
- ❖ Flexible and able to work in a dynamic and diverse environment.

Education: (include certificates and License etc.)

- ❖ Bachelor's degree of Laws/LLB from a recognized University.

Language:

- ❖ Proficiency in written and spoken English.
- ❖ Knowledge of Arabic language.

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.

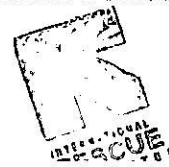
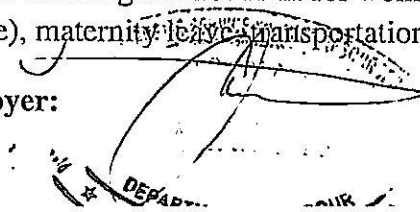
Safeguarding policy:

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

‘WOMEN, MINORITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY’.

HOW TO APPLY:

Interested applicants should submit a **CV with 3 references** and a copy of their **South Sudan national ID**, to **IRC Office Juba/ Maban field office** or, by email to **SS-HR@rescue.org** **Not later than 5:00 PM of Friday February 10th 2023.**

NOTE: Only short-listed candidates will be contacted and attach photocopies of your academic documents only while original academic documents will be asked at the interview panel and all the photocopies will remain the property of IRC.

PLEASE, LABEL YOUR APPLICATION CLEARLY: SENIOR LEGAL OFFICER- MABAN COUNTY.

