



# External/Internal Job Advert

**Job Title:** Senior Legal Officer (Re-locatable)  
**Department:** Governance and Rights  
**Supervisor:** Protection Manager  
**Country Program:** South Sudan  
**Location:** Ganyiel, Panyijiar County  
**Band/Level/Grade:** 8A  
**Application opening Date:** 21<sup>st</sup> June 2024  
**Closing Date:** 10<sup>th</sup> July 2024  
**Number of Positions:** 1 (One)



## 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 9 field offices including in Panyijiar 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.

## Key working relationships:

**Position Reports to:** Roving PROL Manager  
**Position directly supervises:** Protection Officers and Assistants  
**Internal collaborations within IRC:** Senior Protection Monitoring and Information Officers, Community Mobilizers Case Workers  
**External collaborations to IRC:** Legal actors, Legal PWG, Free Legal Aid Center staff, Protection and information services actors, organizations and agencies

## Job Overview/Summary:

The Senior Legal Officer oversees all IRC legal activities in Panyijiar/ Ganyiel , such as legal information, counselling and assistance activities, and relationship with the legal authorities. The Senior Legal Officer will be based at IRC's office in Ganyiel, under supervision of the Protection and Rule of Law Manager. The Senior Legal Officer will serve as key person to implement legal assistance activities along the displacement routes and provide evidence base to inform needs of affected population for program adjustment and advocacy.

Specifically, the Sr legal officer will be responsible for:

### Oversee all legal activities

- Support the PROL Manager and local partners to develop and implement legal information, counselling and assistance activities.



- ensure continuous update of the service map in Vinnytsia oblast and surrounding oblasts on legal actors and services
- ensure referrals are made and received in a safe way and according to the SOPs, and ensure referrals received are followed-up and that the referral tracker is updated.
- produce clear legal content on legal information and procedures, to be distributed to war-affected people.
- Work closely with the Protection Manager and the MEAL team to create and update reporting tools
- Support the PRoL Manager in data analysis related to legal needs
- constantly look for contacts within authorities and key humanitarian stakeholders and update the contact trackers
- Contribute to the weekly movement plans for centers and shelters' assessments, and report on legal activities on a weekly basis.
- Supports PRoL Manager to develop program report related to donor requirement and program requirement.
- Monitor spending related to activities are on track and timely inform PRoL Management for budget adjustment need.

#### Team management

- Directly supervise and build the capacities of One officer and two assistants in Ganyiel, ensure they understand their role and responsibilities, and implement the activities according to the overall program workplan and weekly movement plans
- Provide technical support to the legal officers on technical legal questions

#### Legal research/Protection Analysis

- In collaboration with the PRoL manager and the Sr Protection Monitoring and information officer, and based on Protection Monitoring and personal research, constantly research the needs in term of legal assistance for people in Ukraine.
- support the PRoL Manager in writing regular reports on law updates

#### Job Requirements:

- Bachelor's degree in law, or equivalent legal qualification.
- Admission to the bar in the relevant jurisdiction; license to practice law required.
- Minimum of 2 years of experience practicing law, preferably in Humanitarian setting
- Comprehensive understanding of human rights and protection principles
- Excellent interpersonal skills and works well with people of different cultures, gender and backgrounds
- Commitment to human rights and protection principles
- Strong English writing and organizational skills
- Familiarity with customary laws, judiciary systems and legal developments and issues in Southern Sudan
- Works collaboratively with team members to achieve results
- Previous experience working with an NGO or INGO required, experience with programming preferred
- Strong management and supervisor skills
- Demonstrated organizational, management and reporting skills.
- Strong communication skills
- Demonstrated ability to liaise with partner organizations
- Ability to work under pressure with competing priorities and deadlines
- Strong problem-solving skills with ability to be flexible, adaptable, and creative in a challenging and fast-moving multicultural environment.
- Excellent computer skills: MS Word, Excel and Outlook.

#### Demonstrated Skills and Competencies:

- Belief in human rights including gender equality.
- Good communication skills including ability to gain trust and build relationships with new communities.
- Basic computer skills including Microsoft Word and excel



- Good 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.
- Working Environment: Position is based in relevant field office and must comply with IRC South Sudan's security protocols.
- Professional Standards: The IRC and IRC workers must adhere to the values and principles outlined in the IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. 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.

**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 Panyijiar County, Unity State and must comply with IRC South Sudan's security protocols.

**Professional Standards:** The IRC and IRC workers must adhere to the values and principles outlined in the IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. 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.

**Diversity and Inclusion:** At IRC, we are passionate about creating an inclusive workplace that promotes and values diversity. Organizations that are diverse in age, gender identity, race, physical or mental ability, nationality, and perspective are validated to be better organizations. More importantly, creating a safe workspace environment where everyone, from any background, can do their best is the right thing to do. So, bring your whole self to work.

#### **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**

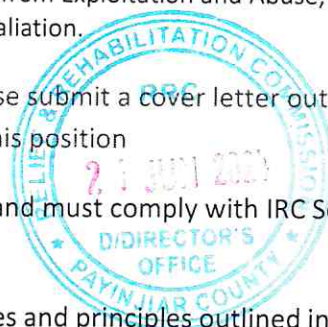
The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all 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 on the basis 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 cover letter, CV and academic qualification with 3 references and a copy of the national ID, including daytime telephone contact to Human Resources Department at [SS-HR@Rescue.org](mailto:SS-HR@Rescue.org) Alternatively, applications can be hand-delivered to IRC Juba Offices at **APTECH Office Building**, 3rd & 4th Floor, Plot Number 63, Block AXIII, 3rd Class, Hai Malakal, Juba or at **IRC Ganyleil Field Office** next to the Airfield. Please indicate the title of the position applied for in the subject line of the email. Attach photocopies only while the original will be asked at the interview panel and all the photocopies will remain the property of IRC.

Deadline for submission is slated for **10<sup>th</sup> July 2024**. NOTE: Only shortlisted candidates will be contacted.

Women are highly encouraged to apply.

Approved by  
RDC Deputy  
Director

M.M.O.  
21/6/2024

