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Approved by Senior Inspector,
MOL/RS/151
07/06/2022



stewardwomen.jobs@gmail.com.

Webpage: www.stewardwomen.org.

JOB ADVERTISEMENT

Date: 7th June, 2022

Position: Legal Aid Officer.

Duty Station: Juba.

1) Introduction:

STEWARDWOMEN is an indigenous South Sudanese women organization founded in 2009 to address the problems of sexual and gender-based violence; lack of access to justice by women; lack of participation of women in leadership and decision-making and poverty among others. It is registered as a not-for-profit non-governmental organization with the government of South Sudan in 2009. Our vision is a South Sudanese society "free from the violations of the human rights of women and children". Our mission is "to develop, shape and empower South Sudanese women to advocate for policies that foster equal economic opportunity and secure human rights for women and children".

Our 2021-2023 strategic intervention areas are access to justice and rule of law; sexual and reproductive health rights; and women leadership and empowerment.

We are a member of the Solidarity for African Women's Rights [SOAWR] that campaigns for the ratification and/or domestication of the Protocol to the African Charter on Human and People's Rights on the Rights of Women in Africa [Maputo protocol]. We are also the lead agency of a national coalition of 40 CSOs that advocates for the ratification of the Maputo protocol in South Sudan. We are also the current chair of the Rule of Law Technical Reference Group of the GBV SC. Our field offices are located in Nimule and Magwi county [Eastern Equatorial State]; Bentiu (Unity State); Bor in Jonglei State; and a national coordination office in Juba.



We are in search of a suitably qualified, but **MATURE AND DISCIPLINED** South Sudanese who shares our vision and mission to fill the position of Legal Aid Officer. Please take note that we have ZERO Tolerance of sexual exploitation and misconduct as women organization. Potential applicants with past criminal records of sexual misconduct should not apply.

2) Core Responsibilities & Duties;

The Legal Aid officer will oversee the provision of legal representation, legal education, legal information, legal awareness, legal counseling and mediation to GBV survivors; documentation of legal cases; attend coordination meeting with the rule of law cluster; conduct prison and police visits; participate in investigation of GBV cases; mobilize the community on the need for GBV victims accountability through the media; supervise the community based paralegals; conduct trainings on the GBV legal and regulatory framework etc.

3) What kind of person are we looking for?

- Bachelor's Degree in Law (LLB).
- Must have a valid practicing certificate.
- Experience of working as an advocate in the High Court and other subordinate courts of the Judiciary of South Sudan.
- Having interpersonal skills.
- Highly skilled in communicating (orally and in writing) and engaging with internal and external stakeholders.
- Must be multilingual and ability to interpret legal proceedings.
- Good PC skills including MS Office.
- An understanding of inclusion and the need to treat people from all backgrounds with dignity.
- Ability to speak local Arabic and local languages
- Fluency in English both written and spoken,
- An understanding of the issues associated with GBV survivors,
- An understanding of the need for client confidentiality,

4) Competencies;

- Budgetary management skills,
- Excellent Knowledge on donor reporting including online reporting.
- Excellent practical skills in computer application such as MS Word, Excel, Internet etc.
- Knowledge on donor reporting guidelines especially with UN agencies.



- Practical knowledge on the challenges of working with reputable National Organizations for not less than 3 years
- Excellent conceptual and analytical skills and ability to think and operate innovatively.
- Ability to work effectively under pressure independently and with a team
- Ability to self-management, managing emotions and respect for others
- Ability to analyze information, evaluate options and think and plan strategically
- Ability to work in a fast-paced team environment; creative and flexible, detail-oriented and sense of humor.

5) Application Procedure;

This position is open to Qualified South Sudanese only. If you meet the above terms and conditions of application, you are asked to submit your updated resumes, contacts details, and contacts of three previous supervisors to our e-mail: stewardwomen.jobs@gmail.com; or hand delivery to our offices at Juba Na Bari, Plot No. 60, BILPAM Road, Juba and addressed to: "Human Resources Officer, STEWARDWOMEN. Please indicate the position applied for in the email subject [**LEGAL AID OFFICER**] and on the envelope in case of submission of hard copies of documents. Applications should be submitted latest, 24th June, 2022 before 4:00P.M. Preferences will be given to qualified South Sudanese women.

