

NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN

VACANCY ANNOUNCEMENT

JOB TITLE:	Information Counselling and Legal Assistance (ICLA) Officer
DUTY STATIONS:	Wau (with operations in Wau South & North, Baggari, Baselia and Kpaile)
NO. OF POSITIONS:	2
REPORTING TO:	ICLA Team Leader
STARTING DATE:	15 April 2022
DURATION:	1 year with possibility of extension
SALARY:	Competitive National Salary Scale

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee expected to work in accordance with the organization's values of **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

The BHA funded Project started implementation since January 2021 in five payams in Wester Barh El Ghazal, namely, **Wau North, Wau South, Baselia, Baggari and Bazia**. Like other NRC programmes, it is designed to provide community engagement to facilitate realistic programming for IDPs and returnees in South Sudan, thereby contributing to the improvement of their living conditions and the development of viable and sustainable solutions.

Duties and responsibilities:

Under the guidance of the ICLA team leader and with technical support from the ICLA PDU unit, the ICLA officer will:

- Ensure adherence to NRC policies, tool, handbooks, guidelines and donor requirements;
- Implement the ICLA activities according to strategy, proposals, budgets and plans;
- Prepare periodic status reports and other documents as required by management;
- Ensure proper filing of documents;
- Break down the annual operational plans into weekly, monthly and quarterly implementation plans;
- Coordinate with relevant partners;
- Ensure that procurement, development and distribution of materials and equipment are timely and according to procedures;
- Train and develop team;
- Promote and share ideas for technical improvement in order to improve the quality of the activities;
- Ensure that projects target beneficiaries most in need, and explore and asses new and better ways to assist;
- Provide information, counselling and legal assistance to the NRC's beneficiaries as per the sub-component in the project
- Conduct assessments and regular monitoring in IDP, returnee and host communities related to different aspects of ICLA programming;



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- Plan, implement and evaluate community sensitization campaigns and information sessions, counselling sessions, and Legal Assistance on available services, increment of security of tenure, promotion of HLP rights, civil documentation, peaceful coexistence and human rights, and Collaborative Dispute Resolution (CDR) trainings and coaching;
- Contribute to monitoring & evaluation of the ICLA project, and offer suggestions for improvement where warranted;
- Upon technical direction from the ICLA Specialist, ICLA Project Coordinator or the Project team leader, represent NRC in a professional manner in meetings with government authorities, humanitarian partners and beneficiary communities;
- Perform other relevant tasks as assigned by the ICLA Team leader and Area management on project deliverables.

Qualifications/Experience/Skills/Personal Qualities:

- Holder of bachelor's degree in Law or Humanities from a recognized University;
- Experience working as a Legal aid/access to Justice Project Officer in a humanitarian/recovery context;
- Previous experience working in complex and volatile contexts;
- Knowledge of local context in project locations;
- Documented results related to the position's responsibilities;
- Good understanding and familiarity with the project operation area;
- Fluency in English, both written and verbal.
- Knowledge of Arabic and other local languages an advantage;
- Good-level competency in computer skills (common Microsoft Windows and Office applications);
- Proven skills and experience in report writing;
- Strong organizational and logistical skills and the ability to work with little infrastructure and to function in difficult situations including limited transport options.

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers/Emails and address plus three references (one of these should be your current or most recent employer) are essential.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than 30th March 2022 days on line or in an enclosed envelope to the **Wau or Juba NRC office** clearly marked "**ICLA Officer- Wau; USAID/BHA Project**"

FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY. Only short-listed candidates will be contacted.



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