



Initiative for Peace Communication Association

Building Peace through peaceful communication

VACANCY ANNOUNCEMENT

Position: Legal Aid Intern (1)
Duration: Three (3) Months
Direct supervisor: Programme Manager
Job location: Juba
Starting date: ASAP
Closing date: 6th December 2021



Initiative for Peace Communication Association (IPCA) was established in 2010. It is one of the largest and fast growing indigenous humanitarian, peace and development organizations in South Sudan. IPCA thematic areas are Women Empowerment and Protection, Peace-Building and Conflict Mitigation, Access to Justice and Rule of Law, Child Protection and Education, Food Security and Livelihood and Water and Sanitation Hygiene (WASH). IPCA operates in Six states of South Sudan namely Central Equatoria, western Equatoria, Jonglei, Western Bahr el Ghazal, Lakes, and Eastern Equatoria States. IPCA is working in partnership with local and international organizations.

Purpose of the Position/summary

The Legal aid Intern will be expected to work hard and be innovative in implementation of peace Building and Legal Aid activities with positive impacts as aligned to the vision, mission of the organization (IPCA). He/ she will work closely with the programme team, Project Coordinator, Pro-bono

Support Officer and the senior management Team. He/she will also conduct regular field visits for continuous Legal Aid project activities implementation and provide succinct and accurate reports of the project implemented.

Roles and responsibilities

The Legal Aid Intern will be trained on the following duties and responsibilities:

- Prepare Legal aid activities' work plan and implement the activities included in the work plan according to the available scope of work and submit report weekly or monthly to his/her line manager.
- Study constitution, statutes, and decisions regulations, ordinances of quasi-judicial bodies to determine and draft legal documents such as wills, patent applications, leases, and contracts.
- Present evidence to defend clients or prosecute defendants in criminal or civil litigation.
- Prepare legal briefs, opinions and file appeals.
- Confer with colleagues the experience in appropriate areas of legal issues to establish and prepare Cases for legal proceeding
- Search and examine public and other legal records to write opinions of establish ownership.
- Provide legal assistants where necessary to the vulnerable community members
- Perform administrative and management functions related to the practice of law.
- Help in developing National and state programs relating to law draft and interpret laws and legislation to establish enforcement procedures.
- Ability to be flexible and use excellent judgment in challenging environments
- He/she will perform any other relevant duties assigned by His/her line manager.



ACADEMIC QUALIFICATION

Education:

Bachelor degree in Law from a recognized University

Knowledge of computer application preferably (MS word, excel PowerPoint etc.)

Strong problem solving, analytical, reporting and communication skills

Ability and willingness to travel to every IPCA's field locations.

A demonstrated ability to Multi - task, prioritize and process information in to action.

Fluency in English (Oral and written) Knowledge of local Arabic language is an additional advantage.

The applicant must be a South Sudanese national

HOW TO APPLY

Interested applicants should submit their applications, updated Curriculum Vitae (CV), copies of academic documents if available or Placement recommendation, national ID and submit to HR/Administrative Department of IPCA main office or through our email address: ipcarecruitment@gmail.com. The office is located in Munuki Block B, 200 meters from Munuki Suk Libya, behind **Miami Restaurant** or **FORTIS Pharmacy**. Only candidates who meet the requirements for the above mentioned position will be invited for Interview.

Please indicate clearly that you are applying for the above mentioned position in your subject and your cover letter and do not apply through both email and hand delivery, your application will not be considered and any application received after the closing date will not be considered.

