TITI FOUNDATION
The Hope for the Marginalized in South Sudan

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BACKGROUND: -

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of **"TOGETHER IN TRANSFORMATIONAL INITIATIVES"-** promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

Position Title:Legal Aid Officer
Duty Station: Kajo Keji
Department: Programme
Employment Type: Full-time
Reporting To: Gender and Protection Manager

1. Job Purpose

The Monitoring and Evaluation (M&E) Assistant is responsible for developing, coordinating and implementing effective monitoring, evaluation, accountability and learning systems to ensure that TITI Foundation's projects and programmes are implemented effectively and achieve their intended results.

The Assistant will support programme teams in tracking project progress, measuring performance against established indicators, collecting and analysing reliable data, preparing quality reports, documenting lessons learned and providing evidence-based recommendations to improve programme implementation and decision-making.

TITI Foundation invites applications from qualified, committed and experienced candidates for the position of **Legal Aid Officer**.

2. Job Purpose

The Legal Aid Officer will support access to justice for vulnerable individuals and communities by providing legal information, basic legal counselling, legal awareness and appropriate referrals to qualified legal practitioners and relevant institutions.

The officer will support individuals facing legal challenges, particularly women, girls, survivors of Gender-Based Violence (GBV), children, IDPs, returnees and other vulnerable groups. The position will also contribute to promoting human rights, access to justice, community legal awareness and protection of fundamental rights.

3. Key Responsibilities

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A. Legal Aid and Counselling

- Provide legal information and basic legal counselling to vulnerable individuals and community members within the scope of professional competence.
- Support beneficiaries in understanding their legal rights and available justice mechanisms.
- Assist individuals in identifying appropriate legal options and accessing relevant services.
- Support survivors of GBV and other vulnerable individuals in accessing legal assistance through safe and appropriate referral pathways.
- Refer complex cases requiring legal representation to qualified lawyers or relevant legal institutions.
- Maintain confidentiality and ensure informed consent when handling legal matters.

B. Legal Awareness and Community Education

- Conduct community awareness sessions on human rights, women's rights, child protection and access to justice.
- Raise awareness on relevant national laws, including laws addressing GBV, child protection and discrimination.
- Educate communities on legal rights, responsibilities and available justice mechanisms.
- Support community dialogues aimed at addressing harmful traditional practices and promoting peaceful conflict resolution.
- Develop and distribute simplified legal awareness materials.

C. Protection and GBV Response

- Support survivors of GBV in accessing legal services and appropriate protection mechanisms.
- Coordinate with GBV/Social Workers and Gender and Protection Officers to ensure appropriate referrals.
- Promote survivor-centred approaches, confidentiality, dignity and non-discrimination.
- Support awareness initiatives addressing early and forced marriage, domestic violence, sexual violence and other forms of abuse.
- Ensure that survivors are not exposed to further harm through inappropriate information sharing or referrals.

D. Legal Referral and Stakeholder Coordination

- Establish and maintain working relationships with legal aid institutions, lawyers, courts, police, government authorities and relevant civil society organizations.
- Develop and maintain an updated directory of legal service providers and referral pathways.
- Support beneficiaries in accessing legal documentation and justice services where appropriate.
- Participate in relevant protection, human rights and access-to-justice coordination meetings.
- Follow up on referrals while respecting confidentiality and the wishes of beneficiaries.

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E. Documentation, Monitoring and Reporting

- Maintain accurate and confidential records of legal aid activities and referrals.
- Prepare regular activity reports, case summaries and legal awareness reports.
- Document common legal challenges and barriers to accessing justice.

- Support programme monitoring, assessments and evaluation activities.
- Provide recommendations for improving access to justice and legal protection services.

F. Compliance and Professional Conduct

- Adhere to organizational policies, safeguarding standards and the code of conduct.
- Maintain professional ethics and confidentiality in all legal aid activities.
- Ensure legal assistance is provided without discrimination.
- Respect the rights, choices and dignity of all beneficiaries.
- Avoid providing legal representation or specialized legal advice beyond the officer's professional qualifications and authorization.

4. Minimum Qualifications and Experience

- Bachelor's degree in Law (LLB) from a recognized institution.
- A valid professional practising licence, where required for the duties assigned.
- At least 2–3 years of relevant experience in legal aid, human rights, access to justice, protection or community-based legal services.
- Experience working with vulnerable populations, including women, children, GBV survivors, IDPs and returnees.
- Good knowledge of relevant South Sudanese laws, human rights principles and justice systems.
- Experience in legal counselling, community awareness, case documentation and referral mechanisms.
- Experience working with NGOs or humanitarian organizations is an added advantage.

5. Required Skills and Competencies

- Strong legal research, analytical and problem-solving skills.
- Excellent communication, counselling and interpersonal skills.
- Good report-writing and documentation abilities.
- Ability to explain legal issues in simple language to community members.
- Strong negotiation, advocacy and stakeholder engagement skills.
- High standards of confidentiality, integrity and professional ethics.
- Ability to work independently and within a multidisciplinary team.
- Computer literacy, particularly Microsoft Word and Excel.
- Fluency in English; knowledge of relevant local languages is an added advantage.

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6. Personal Attributes

The successful candidate must demonstrate:

- Commitment to human rights, equality and access to justice.
- Integrity, impartiality and professionalism.
- Respect for diversity and cultural sensitivity.
- Compassion and patience when working with vulnerable individuals.
- Strong commitment to safeguarding and confidentiality.
- Ability to work in challenging humanitarian and field environments.

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Professional standards

The TITI Foundation and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces polices on beneficiary protection from exploitation

and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.

Safeguarding policy
Zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral to the organization 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 liked to the program by both its employees and downstream partner.

Equal opportunity employer
TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply
Applications should include an updated Curriculum Vitae (CV) and cover letter. In the cover letter (of not more than two pages), the candidate should briefly describe his or her motivation for the position and highlight relevant experience. The above documents can be delivered to Titi Foundation Head Office, Nyakuron West, along Rock City Road behind blue flag, or sent in soft copy to: titifoundationss@gmail.com

Only shortlisted candidates will be contacted.
Submit your application before deadline, any application after 1st December 2026 cannot be considered.

Note: Female candidates are strongly encouraged to apply.

Due to the urgency of this role, applications will be reviewed on a rolling basis until the position is filled.

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