

Vacancy Announcement for an International NGO

Position Vacant: Information Counseling and Legal Assistance (ICLA) HLP Technical Officer

Position:	Information Counseling and Legal Assistance (ICLA) HLP Technical Officer
Reports to:	ICLA Programme Manager
Supervision of:	N/A
Duty station:	NES – Al Hassakeh or Raqqa
Number of positions:	1

Duties and responsibilities

Generic responsibilities

- Adherence to ORG policies, guidance and procedures
- Contribute with ICLA specific technical competence to the development of ICLA strategy, Macro LogFrame, and Plan of Action
- Conduct ICLA specific DD work to support ORG Shelter\WASH and support humanitarian actors intervention in NES
- Conduct ICLA specific technical research and document findings and recommendations
- Develop/update ICLA specific technical guidance, tools and mechanism related to HLP matters in NES.
- Contribute to HLP TWG and ICLA Program through the provision specific technical analysis, lessons learned and reports
- Develop training modules and provide specific technical learning or/and training for project staff
- Conduct trainings on HLP rights and Collaborative Dispute Resolution (CDR) to ORG staff and actors
- Contribute to the legal analysis of HLP issues to inform ORG advocacy efforts, evidence-based HLP policy papers and guide technical advice with relevant stakeholders
- Cooperate with relevant ORG core competencies and support units to develop integrated responses to the beneficiaries needs

Specific responsibilities

- Oversight of the content and quality of legal information, counselling and assistance services provided by ORG and HLP TWG;
- Ensure regular coordination and dialogue between ICLA teams in NES;
- Coordination with protection working group and other NES working groups and following the HLP TWG online system referral pathway and provide required technical support for NES actors
- Support and undertake legal research and production of briefs and reports on HLP legal matters affecting IDPs and HLP right holders in NES;
- Maintain archiving system for ICLA and HLP TWG's DD database, research and technical tools.
- Support capacity building effort of staff and partners.

Qualifications

Generic professional competencies for this position:

- A University degree, preferably in law and practicing lawyer with Bar Association license;
- Minimum 3 years of legal practice on HLP rights with strong knowledge on housing and land laws, procedures and practices in Syria;
- Minimum 3 years of extensive experience working in the field with displaced and/or vulnerable groups and communities and in a humanitarian/recovery context essential;
- Native fluency in Arabic both written and verbal with proven proficiency in English;
- Work proficiency and excellent drafting skills in Arabic English;
- Previous experience of working in complex and volatile contexts;
- Documented results related to the position's responsibilities;

Context related skills, knowledge and experience:

- knowledge of Syrian legal framework and practice;
- Background in housing, land and property law and procedures;
- Knowledge and experience in international human rights law;
- Experience in legal research and proven experience with qualitative and quantitative data collection and analysis
- Experience in legal case management;
- Excellent report writing skills;
- Excellent training and facilitation skills;
- Ability to provide high quality briefs, both written and verbal, to a range of stakeholders;
- Advanced computer skills, especially in Word, Excel, Power Point and Outlook;
- Proven skills and experience in report writing, and representing an organization in public forums preferred; and
- Strong communication, interpersonal, analytical and negotiation skills.

Personal qualities:

- Ability to prioritize responsibilities, carry out multiple tasks simultaneously, and meet deadlines
- Excellent analytical skills
- Excellent interpersonal and communication skills
- Ability to effectively plan to deliver results
- Ability to work under pressure, excellent stress management skills

How to apply:

- Please send your CVs as email attachment to this email address: nes.vacancies@gmail.com
- Please include the title of the position you are applying for with the location in the subject of the email, otherwise your application will be discarded
- Deadline for application: **July 25, 2021**

Applications from females highly encouraged

Only successful candidates will be contacted