

Vacancy Announcement for an International NGO

Position Vacant: Information Counseling and Legal Assistance (ICLA) Officer-Serekaniye Camp

| | |
|----------------------|--|
| Position: | Information Counseling and Legal Assistance (ICLA) Officer |
| Reports to: | ICLA Coordinator |
| Supervision of: | ICLA Technical Assistant |
| Duty station: | Serekaniye Camp |
| Number of positions: | 1 |

Duties and Responsibilities

Specific responsibilities:

- Ensure that accurate and relevant information and counselling (advice) services on essential services, civil documentation, housing, land and property (HLP) issues and other issues as determined by the ICLA team are provided to the Organization's beneficiaries in order that they are aware of and can access their rights;
- Ensure effective and timely referral of beneficiaries to external partners for services in line with the Organization's policy;
- Ensure that beneficiary data is accurately inputted/ updated into ICLA's case management tools, and periodically disaggregate and analyze data gathered during ICLA activities in order to identify trends;
- In line with the Organization's policies and under the guidance of the ICLA management, assess the housing, land and property (HLP), civil documentation and essential services situation as regards the Organization's interventions in order to ensure that the Organization is respecting the HLP rights of relevant stakeholders and is doing no harm;
- Organize the compilation of up-to-date information on relevant laws, procedures, and practices, and contribute to service mapping and contact information updates as requested and under the guidance of the ICLA management;
- Advocate for recognition of HLP and civil documentation rights and access to services of displaced persons when engaging with stakeholders, including local authorities and humanitarian partners;
- Contribute to the development of tools so as to optimize the effectiveness of ICLA's work;
- Conduct training on housing, land and property (HLP), civil documentation and other issues in line with training materials developed and as agreed by and under the guidance of the ICLA management;
- Undertake regular monitoring & evaluation of ICLA activities, including those conducted by ICLA Technical Assistants directly under your supervision and ICLA incentive workers indirectly under your supervision and contribute to monthly progress reports on activities, highlighting any technical or operational successes and challenges;
- Adhere to ICLA policies, donor agreements, work plans, budgets and procurement plans;
- Adhere to the Organization's Human Resource, Financial, Logistics & Security policies and procedures, and coordinate with these support departments to ensure timely implementation of ICLA activities;
- Any other task relevant to the position as requested by the line manager

Qualifications:

Generic professional competencies:

- Fluency in written and spoken Arabic essential and fluency in written and spoken English preferred
- Experience of working as a Project Officer in a humanitarian/recovery context essential
- Experience of working as a practicing lawyer preferred
- Previous experience of working in complex and volatile contexts
- Documented results related to the position's responsibilities

Context/ Specific skills, knowledge and experience:

- A University degree, preferably in law and practicing lawyer with Bar Association license
- Minimum of 2 years' experience with legal representation in civil law matters in Syria courts, including familiarity with housing, land and property and civil documentation issues, laws, procedures and practices operative in Syria preferred AND significant protection experience, preferably in camp or IDP/ refugee settings considered
- Demonstrable experience in negotiating with authorities and/or others and in advancing the interests of vulnerable beneficiaries before such stakeholders
- Proven skills and experience in case management and conflict resolution preferred
- 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
- Strong communication, interpersonal, analytical and negotiation skills
- Ability to prioritize responsibilities, carry out multiple tasks simultaneously, and meet deadlines

Personal Qualities:

- Diplomatic;
- Ability to work under pressure and with limited supervision in a challenging environment;
- Pro-active, goal-oriented and results driven;
- Flexible and creative;
- Excellent communication skills;
- Trustworthy and experience of maintaining confidentiality.
- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect
- Handling insecure environment

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

