



Vacancy Announcement

Job Title: Lawyer For Duhok Governorate
Project Name: Protection and Assistant Programme for Refugees and IDPs in Duhok – Iraq
Project Area: Duhok
Vacancy Ref No: 61
Applicants Residence: Duhok
Preferable Gender: Make and Female
Duration of Appointment: 50 Days
Expected Starting Date: 9 November 2021
Deadline: 31 October 2021
Type of Contract: Employment Contract
WorkingHours: 8:00AM _ 3:30PM

Background:

Harikar NGO is a neutral, non-governmental, non-profit humanitarian organization established on 30th May 2004 by a group of social activists. Harikar NGO as stated in its mission statement strives toward the fulfilment of human and women rights in Dohuk Governorate as stipulated in the new Iraqi constitution of 15th October 2005. Harikar is committed to- within its resources- contribute towards the achievement of the internationally agreed Millennium Development Goals. Harikar believes in human rights, the right of every person to reach his/her potential without discrimination on the basis of race, gender, religion, social segment and ethnicity. Harikar strives to achieve social justice especially among the marginalized vulnerable groups and works towards eliminating all forms of discrimination against women by promoting their capacity to fully participate in community development. Harikar has been able to successfully carry out more than 80 projects, through funding from various partners including UNFPA, RRT/PRT, UNHCR, UNESCO, UNICEF, UNOCHA, Diakonia, UNDP, UNOPS, IRD, Mercy Corps, CARE International, ASB, GIZ, Acted, IRC, IRI, NDI, SCF-UK, Mission east, ICSP and others.

Terms of References

Job Overview:

Under the direct supervision of Legal Coordinator at Harikar NGO, the Lawyer will respond to legal assistance needs of IDPs in Duhok governorate. The legal aid program helps to deliver legal and civil documentation, women and child rights, HLP and work rights through offices at Harikar NGO and outreach visits, in Duhok governorate. IDPs being displaced from Nineveh governorate, the Lawyer may need to travel to concerned Nineveh governmental bodies in order to provide the needed legal to the targeted beneficiaries.

Scope of Work (Duties and Responsibilities):

- Ensure adherence to UNHCR protection policies and principles, and UNHCR/Harikar NGO legal aid SOP, guidelines and tools
- Implement delegated legal aid project components, according to agreed plan of action / workplan and designated geographical area(s) of responsibility

- Support the legal coordinator in compiling up-to-date information on relevant laws, procedures and practices relevant to the legal aid project in Duhok Governorate.
- Support the legal coordinator in developing concept papers for legal aid information / awareness sessions.
- Raise awareness on civil documentation rights, women, child, labor and housing/tenure rights through mobile group information / awareness sessions, leaflet distribution, radio shows, etc,
- Provide beneficiaries with counselling services (information and referral on relevant rights and procedural requirements and how to exercise them).
- Take in beneficiaries who are unable to claim or realize their civil documentation, personal status, labor, housing or tenure rights for legal case management services (representation before the administrative bodies and all instances of courts and other legal support for all documentation, and civil requirements).
- Conduct regular outreach visits to detention facilities in area of responsibility and follow up cases or refer them to UNHCR/protection staff if required or engage in legal aid provision as per established detention SOP.
- Input and update beneficiary data into the Harikar case management tools and case tracking / database system. Periodically disaggregate and analyze data gathered during information and counselling sessions for future planning purposes.
- Prepare and manage status reports as required by Harikar management
- Undertake regular monitoring and evaluation of legal aid activities, contribute to monthly progress report, highlighting any technical or operational successes.
- Liaise and collaborate with relevant key stakeholders.
 - Support the legal coordinator in initiating or strengthening dialogue with local authorities in Duhok and Nineveh governorates.
 - Pay visits to the concerned governmental bodies in Duhok and Nineveh governorates in order process the cases of IDPs.
 - Build strong networks and connections with legal and non-legal service providers in area of responsibility, to strengthen referral pathways adhering to established SOP and guidelines.
 - Cooperate with other Harikar protection activities sections and foster regular communication exchange, strengthen internal referral and feedback mechanisms.
 - Attend local coordination working groups as per guidance by the Lawyer Supervisor.
- Other tasks as required by the legal coordinator

Additional Duties and Responsibilities:

- Attend and participate in trainings, workshops and other capacity building exercises as required by the line manager;
- Fulfil other duties as required by your line manager.

Experience, Qualifications and Skills:

- Educational Qualifications:
 - A university degree in law, persons with alternative but clearly related degrees in combination with strong relevant work experience can be considered.
- Professional Experience:
 - Member of Bar Association. Authority “B” and above are strongly preferred.
 - Able and or flexible in visiting various locations within Duhok and Nineveh governorates.
 - Preferably a minimum of 3 years of relevant work experience in the legal field, including protection, delivering awareness sessions, information and counselling for displaced persons on civil documentation, women rights, etc.
 - Proven skills and experience in case mechanisms and referral mechanisms.
- Skills:
 - Knowledge of English is mandatory; it is strongly recommended the applicant can speak and write English language very well.
 - Very good understanding “written and oral” in Arabic and Kurdish language skills.
 - Advanced computer skills, particular Microsoft Word, Excel, Power Point and Outlook.

- Very good communication and interpersonal skills. Candidate needs to be flexible and creative, respectful and diplomatic. Results-driven and highly motivated to assist the most vulnerable amongst IDPs and IDPs returnees.

Reporting and Supervision

Reports to: Legal Coordinator

Supervises: None

Expected Conduct:

- Ensure that confidentiality is always maintained when sharing data and information about persons of concern;
- Work with the Harikar/UNHCR protection team in a cooperative and collaborative manner;
- Maintain cooperative relationships with partners;
- Maintain high professional and ethical standard when both on and off duty, including upholding the principles and practices set out in the Code of Conduct and adhering to international standards;
- Seek guidance and technical support when needed with “Do no harm” principle being the priority at all times.

Commitment:

- All Harikar staff must be committed to the Core Humanitarian Principles as well as the Core Humanitarian Standards in Accountability and Quality Management
- All Harikar policies and guidelines are an integral part of this Job Description and must be implemented, e.g.:
 - Harikar operational guidelines and Policies.
 - Guideline prevention of corruption.
 - Guideline on PSEA.
 - Harikar Code of Conduct
 - Child Safeguarding

HARIKAR NGO