

Legal Counselor

Damascus, Syria

We are looking for a highly qualified individual to fill-in the vacancy of Legal Counselor to work in Damascus under consultancy contract.

Who are we?

DRC has been working in the MENA region since 2003 and is currently one of the few international organizations registered and operating legally in the countries of Iraq, Syria, Lebanon, Turkey, Libya and Jordan. Since 2013, DRC has been operating as the largest INGO responding to the Syrian crisis in Syria and Lebanon and has assisted over 1 million refugees and IDPs a year. DRC has been actively operating in Syria since 2008, mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihood and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs). Protection/community service activities are provided to beneficiaries through 6 Community Centers.

About the job

Provide legal counseling, legal awareness sessions and legal interventions in DRC Community center and follow up the referral cases for DRC legal aid from other partners.

Available vacancies for this position:

Damascus – Masaken Barzeh Community Center: **1**

Damascus – Jaramana Community Center: **1**

Damascus – Kudsaya Community Center: **1**

Duties and Responsibilities

Legal Counseling

- Undertake all relevant legal counseling sessions in DRC CCs and where relevant ensure adequate referral and follow-up.
- Identify main trends and priorities from the counseling sessions through relevant reporting and statistical mechanisms.
- Daily follow up on urgent cases.
- Prepare and update the timetable of legal counseling session in the centre
- Keep soft and hard records of each individual legal counseling/referral/follow up.

Legal awareness sessions

- Organize monthly legal awareness sessions
- Prepare focus group discussion with IDPs and refugees in order to determine their legal concerns and needs

Direct intervention in the courts and other governmental departments

- The legal counselor has to follow up a limited number of cases in the courts/the most vulnerable cases – as per prior consultation with the protection coordinator in DRC main office.
- Follow up other needs of IDPs and refugees in the governmental departments. "Lack of documents, residency issue, police stations"

Coordination

- The counselor must internally coordinate closely with the technical supervisor in the DRC main office and the protection coordinator.
- The counselor must internally ensure a close coordination with the social counselor as well as other community centre activities to be able to plan for sessions that are relevant to needs and have an integrated focus.
- As for external coordination, the counselor shall liaise with other relevant organisations such as UNHCR, IOM; ICRC etc. working with protection / legal matters in the area.

Reporting

- Organise and ensure a timely and proper written monthly report and report daily if needed on problems faced;
- Contribute to the overall legal weekly and monthly report – in coordination with the protection coordinator who compiles the report.
- Propose new activities according to identified needs and suggest solutions for problems encountered with activities, resources, discuss them with the protection coordinator and participate to the decision making process,
- Carry out analysis if requested;

About you

In this position, you are expected to demonstrate DRC' five core competencies:

Striving for excellence: You focus on reaching results while ensuring an efficient process.

Collaborating: You involve relevant parties and encourage feedback.

Taking the lead: You take ownership and initiative while aiming for innovation.

Communicating: You listen and speak effectively and honestly.

Demonstrating integrity: You act in line with our vision and values.

To be successful in this role you must have:

- University degree in Law.
- Licenced by the Syrian Bar Association
- Minimum 5 years of professional experience in various areas of Law
- Speaking, writing, and understanding of English & Arabic is a must
- Diploma or Master in Law is preferable
- Prior or recent work experience with INGOs or UN Agencies, previous experience with refugees and IDPs is preferable
- Full respect for client/organization confidentiality is a definite pre-requisite
- Ability to work in a multicultural environment with flexibility and respect for all team members

We offer

DRC will offer the successful applicant a six month contract, renewable dependent on both funding and performance. Salary and conditions will be in accordance with Danish Refugee Council's Terms of Consultancy for National Staff for the Senior Consultant level.

Female candidates are highly encouraged to apply.

Application process

Interested? Then apply for this position by sending your CV to job@drcsyria.dk no later than **June 4th 2017** and make sure to indicate the vacancy title in the email subject line.