Context/Reporting line:

Under the general guidance of the Head, Community Stabilization Unit, the overall supervision of the Legal Expert, the administrative supervision of the Head of Sub Office and the direct supervision of the National Field Coordinator in close coordination with the CSU Area Coordinator, the candidate will perform the following duties:

Core Functions / Responsibilities

1. Attend an induction training to understand IOM CSU’s different legal programs and areas of focus, focusing on HLP and other legal issues in Iraq, dispute resolution techniques, case management, roles and responsibilities of the CSU HLP teams, and reporting requirements.
2. Support Legal officer in managing the implementation of all operational activities in the project target location.
3. Coordinate and liaise with local authorities, stakeholders, and community-leaders who will be relevant to the project.
4. Conduct awareness-raising sessions to community members and stakeholders on HLP and tenure rights.
5. Conduct trainings on HLP and tenure rights, civil documentation, and family law to community-members and stakeholders.
6. Provide legal counselling to individuals identified during the project on topics relevant to IOM’s legal programming.
7. Provide direct legal assistance to individuals identified during the project and require support in accessing government services, including document restoration, property compensation, and inheritance.
8. Work with CSU staff on the Information Counselling and Referral Service (ICRS) mechanism for collecting information and data related to cases identified during the project and refer cases as necessary.
9. Compile and create case reports and summaries using tracking tools and reporting templates.
10. Provide technical guidance and mentoring to implementing partners and CSOs selected during the project.
11. Consult with relevant staff from IOM on legal assistance related issues, including support in drafting forms, templates and procedures.
12. Pro-actively offer suggestions and advice to management regarding improvements in implementation and initiative such improvements as requested.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, the internal candidates are considered as first-tier candidates.
13. Perform such other duties as may be assigned.

Required Qualifications

Education:

- Bachelor’s degree in law from an accredited academic university or institute.

Experience and Skills:

- At least 3 years of work experience as a lawyer, preferably working on Housing, Land and Property and Civil Documentation issues, including compensation, establishing ownership, and document restoration.
- Experience in communicating and working with a wide range of actors, including people of culturally diverse backgrounds, government and authorities, humanitarian actors (UN agencies and NGOs).
- Experience working in development or humanitarian programming (specifically in International or National NGO/UN) is an asset.
- Computer literacy and skills with specific proficiency in Microsoft applications.
- Reliable, efficient, high level of professionalism, organizational skills and ability to work under pressure and adhere to strict deadlines.
- Good analytical skills for financial data, strong eye for detail and accuracy.
- Ability to prepare clear and concise reports.
- Ability and motivation to travel to areas within the governorate to meet with beneficiaries.

Languages:

- Fluency in Arabic and English is required.

Behavioral Competencies:

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion and loyalty.
- Strives for supportive working environment and positive working relationship.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse

IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

How to apply:

While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.
Interested candidates are invited to submit their applications via this link:
https://vacancies.my-soc.org/apply.php?job=20210302123650&token=kQYMpmavlX0hecRJut1nPysWS

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

**Posting period:**

From: 02.03.2021 to: 16.03.2021