

TERMS OF REFERENCE

HEAD OF MIDDLE EAST PROGRAMME

BACKGROUND

Legal Action Worldwide (LAW), an independent and unique non-profit network and think tank of lawyers who provide creative legal assistance in fragile and conflict-affected areas.

LAW provides legal assistance to the most vulnerable, placing national lawyers at the forefront of legal change. LAW uses legal advocacy, research, advice and strategic litigation to bring about this change. LAW work spans the Middle East, Africa and South Asia and it has offices in the UK and Switzerland. LAW's main focus is addressing sexual and gender based violence and LAW has global and national partners with which it works to achieve change and empowerment.

LAW is now expanding its Middle East Presence in Lebanon, Syria crisis and Palestine.

BACKGROUND OF THE HEAD OF THE MIDDLE EAST POSITION

LAW is currently looking for a passionate, committed, human rights-oriented senior lawyer or jurist to head LAW's work in the Middle East. The Head of Middle East Programme will be responsible for driving the work that LAW funds in Lebanon through Legal Action. He or she will represent Legal Action (LA) at the national and international level and will be responsible for shaping and pursuing our vision within the region. The Head of the Middle East will expand Legal Action's presence in Lebanon and assist the LAW Executive Director in expanding LAW's presence in the Middle East. We are looking for a human rights lawyer or jurist with extensive senior project management experience, preferably within an international NGO. Women are particularly encouraged to apply.

Legal Action's Lebanon Programme

In 2018, a consortium led by Euromed Feminist Initiative will implement a multi-county project "Strengthening access to protection, participation and services for women refugees, IDPs and host communities", funded by the EU Regional Trust Fund in Response to the Syrian Crisis – MADAD. LA's focus will be on the provision of legal aid, advice, information and representation for survivors of sexual and gender-based violence. Legal aid services will be provided by lawyers and Legal Information Officers (LIOs) operating out of 12 Social Development Centres across Lebanon.

This project will be linked to LA and LAW's work on strategic litigation, within Lebanon and globally. LA will look for creative avenues for taking cases or employing other strategic interventions to change law, policy and practice around the human rights violations we focus on. This work is supported by the Swiss Embassy in Beirut.

This is a two-year position with the possibility of extension. Salary will be commensurate with experience and position.

Reports to

Executive Director

Functions/Key Results Expected

Programmatic

- Providing overall management and strategic leadership over LAWs programmes in the Middle East;
- Being part of a steering committee with senior management from LAW responsible for making decisions about LA strategy, focus areas, future development and geographic expansion;
- Ensuring LA projects and programmes are implemented to the highest possible standard through coordination of projects including managing all project staff, overseeing work done in field, etc;
- Lead the programme with Legal Agenda on Strategic Litigation;
- Participation in high-level programmatic meetings, including bi-lateral meetings for advocacy purposes with senior figures from government, international organisations and civil society;
- Development and maintenance of a network of relevant contacts to better facilitate our work in the field;
- Keeping up to date with developments and initiatives in areas relevant to the programme.

Advocacy

- Being the ‘face’ of LA in Lebanon, including in meetings, contact with the government, and acting as a media-facing spokesperson for LA in Lebanon for television, radio, or other news media where required;
- Participation in high-level meetings, including bi-lateral meetings for advocacy purposes with senior figures from government, international organisations and civil society;
- Attendance of conferences and events as a representative of LA, with a view to raising the profile of the organisation and its work;
- Working with project teams, LAW’s advocacy team in Geneva, and project partners on the development and implementation of relevant, effective advocacy strategies designed to enhance the impact of LA’s projects more generally.

Fundraising

- Writing applications for funding to international donors, UN agencies, foundations and other funding sources, including by developing theories of change, project narratives, logical frameworks, budgets and workplans;
- Networking and liaising with possible funders;

- Keeping abreast of funding opportunities and feeding into LA's fundraising matrix.

Administrative

- Management of LA's Beirut office;
- Managing all project staff, ensuring reporting deadlines are met, writing narrative reports and checking them against financial reports and meeting with donors and partners;
- Manage budgets of projects under the LA programme in cooperation with the regional and global Finance Managers;
- Assist in and contribute to security assessments in preparation for staff travel within the region;
- Submitting business expense reports after travel and ensuring all records of expenditure are up to date.

Skills and Qualifications Required:

- Qualified lawyer or jurist with minimum of 7 years relevant experience;
- Familiar with operating in the NGO context in Lebanon, including having an in depth understanding of working with government partners;
- Excellent written research and drafting skills in both English, Arabic and preferably french;
- Experience advising government or judicial institutions preferred;
- Experience working in with refugees or IDPs and demonstrated understanding of protection challenges within the region;
- Experience in senior management positions, preferably at a non-governmental organisation;
- Proficiency in Microsoft Office Suite and strong technical literacy;
- Strong communication and interpersonal skills and ability to work on own and take initiative;
- Ability to meet deadlines;
- Flexibility; someone who is familiar with the volatile and unpredictable nature of working in fragile environments, including environments with tensions between refugee and host communities;
- Ability to manage relationships at all levels, possess excellent negotiation skills and will demonstrate excellent communication skills.

APPLICATION AND RECRUITMENT

Deadline for applications: 31 January 2019

Start date: February 2019

How to Apply: Please email a CV and statement of interest in English on or before 31 January 2019 to: torbet@legalactionworldwide.org. The subject of the application should read 'Head of Middle East Programme application'.

- Only shortlisted candidates will be contacted for interviews.
- LAW is an equal opportunity employer. Women are particularly encouraged to apply.