

## **Job Description**

### **Legal Advisor – Syria Crisis**

LAW is an independent, non-profit organisation comprised of human rights lawyers working in fragile and conflict affected areas in the Middle East, Africa and South Asia. We have a particular focus on gender equality and sexual and gender-based violence, natural resource exploitation, rule of law and accountability, and transformative justice, working to bring justice to those who need it most.

LAW's ground-breaking work has been included in a number of UN and Member State government reports and has received international media coverage, including in the New York Times, the Times of London, the Guardian, Voice of America, BBC News, Sky News, Al Jazeera, Huffington Post and Foreign Policy.

### **Syria Programme**

The Syria conflict has provoked "the world's largest humanitarian crisis since World War II". By January 2018, 14 million people were estimated to be in need of humanitarian assistance inside Syria, 6.6 million displaced within Syria (United Nations Office for the Coordination of Humanitarian Affairs UNOCHA) and more than 5.6 million registered refugees beyond Syria's borders, the great majority hosted by neighbouring countries.

Through the Project: Enhancing women's participation in decision making and peace building processes LAW will support a victim centred approach to justice. It will support victims associations, build the capacity of Syrian lawyers and work towards gender justice for women, girls and other communities. The programme will review the needs of individuals and communities including issues related to housing, land and property.

The postholder will support the Programme Manager, working closely with the team on implementation of the Syria Project focusing on mapping women's organizations, documenters, field work including supporting survivors and survivors' groups, capacity building of Syrian lawyers and coordination with relevant.

### **POSITION DESCRIPTION**

**Reports to:**

Programme Manager, Syria

**Duration:**

Until September 2021 - extension subject to funding

**Location:**

Middle East  
Beirut, Lebanon or Amman Jordan

**Hours:**

Full-time, 40 hours per week

**Role Overview and Responsibility:**

The Legal Advisor will engage with partners ensuring activities and work plans are delivered effectively in compliance with LAW and national obligations. The post holder will perform duties in accordance with the responsibilities outlined below:

**Legal:**

- Provide technical expertise and supervision to partners and lawyers and develop capacity building;
- Identify and work with survivors;
- Undertake field and theory-based legal research;
- Develop legal documents including position papers, reports and legal briefs;
- Facilitate video-conferencing sessions between survivor associations and relevant mechanisms;
- Develop and organize advanced and intensive training courses;

**Programmatic:**

- Manage relationships with partner organizations and coordinate implementation of activities by partner lawyers in accordance with work plan;
- Monitoring cases, trends and progress on indicators,

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- Research and participation in workshops and panels to identify partners and champions;
- Developing training materials and agendas and assisting in running trainings on international legal standards on CRSV, transitional justice and other frameworks relevant to this project; and
- Support in managing financial compliance and reporting processes;
- Contribute towards drafting of concept notes, proposals and donor reports.

#### Advocacy and Communications:

- Promote the profile and visibility of the programme and represent LAW on national and regional platforms, when required;
- Establish networks with local and international NGO's and participate in coordination mechanisms at a regional level;
- Coordinate and ensure that website and social media content related to the programmes is up to date and engaging audiences;
- Contribute to LAW's advocacy tools, including factsheets and the LAW Annual Report;
- Coordinate with LAW's Senior Management Team, and other programme managers as needed.

#### **Experience, Skills and Qualifications Required:**

- Bachelor's Degree in Law and/or human rights;
- Minimum of 5 years experience in human rights, criminal, justice and accountability or refugee law.
- Demonstrated experience advising vulnerable individuals is essential, with experience in cases of sexual and gender-based violence preferred;
- Experience working across insecure or conflict-affected and fragile environments; and demonstrated understanding of protection challenges within the region;
- Excellent written and oral Arabic preferred. English, research and drafting skills required;
- Knowledge and experience in implementing legal aid services, working with vulnerable communities and gender programming;
- Ability to managing variable workload and meeting tight deadlines;
- Ability to manage relationships at all levels, possess excellent negotiation skills and will demonstrate excellent communication skills.
- Proficiency in Microsoft Office Suite and strong technical literacy;
- Strong communication and interpersonal skills and ability to work on own initiative and independently;

#### Desirable:

- Flexibility; someone who is familiar with the volatile and unpredictable nature of working in post conflict environments;
- Experience in donor reporting and fundraising proposals

Travel to the wider regions will be required.

## **HOW TO APPLY**

If you are ready for your next challenge to create international collaboration and can bring with you the technical legal knowledge, programme management, and fundraising experience look no further. Join our highly committed team!

Please send an email with a CV and statement of interest (neither exceeding 2 pages of A4) in English to [recruitment@legalactionworldwide.org](mailto:recruitment@legalactionworldwide.org). The subject of the application should read '**Legal Advisor – Syria Crisis**'.

**Deadline for applications:** This position is on rolling basis - LAW will be scheduling interviews as the applications come in therefore to avoid any disappointment please apply in the first instance.



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**Start date:** May 2021 - Immediate start

Only shortlisted candidates who meet the criteria will be invited for interviews.

- LAW is an equal opportunity employer
- Women lawyers with experience representing at-risk clients are particularly encouraged to apply
- All appointments are subject to satisfactory reference, employment and vetting checks

To learn more about LAW please visit our website: [www.legalactionworldwide.org](http://www.legalactionworldwide.org).