
Information, counseling, and legal assistance (ICLA) Technical Assistant

NRC in Syria

NRC is in Syria to support people affected by forced displacement (IDPs, returnees, host community etc.) so that they can have access to timely and effective assistance, to cope with the crisis and when the crisis ends return and rebuild their lives. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than 600,000 people particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Role Specific Information

- Facilitate Legal and general information sessions for project participants and community members.
- Identify and mobilize community focal points to participate in NRC's activities.
- Participate in field visits with ICLA team and other CCs to engage with communities and support activity monitoring.
- Identify the legal needs of returnees and community members and refer cases to NRC's legal team or other service providers as needed.
- Coordinate closely with NRC's ICLA team to ensure accurate and timely identification of legal issues.
- Track, document, and follow up on all referrals with relevant focal points.
- Under the direct supervision of the ICLA team leader and specialist the technical assistant will provide legal counseling and assistance when needed on HLP, Legal identity and employment law.
- Provide beneficiaries with the accompaniment services to the Civil Status and other related institutions where relevant.
- Maintain accurate records and proper documentation of case management, outreach and referrals.
- Provide regular reports on legal trends, challenges, and key observations from the field.
- Report any issues or concerns observed during fieldwork to the supervisor.
- Support the ICLA team to Mobilize and build the capacity of community focal points under NRC's area-based approach.
- Organize and support the provision of training for local partners and stakeholders on legal topics including HLP, Employment law and Legal identity.
- Represent NRC externally at the area level, maintaining strong relationships with local stakeholders.
- Perform other relevant tasks assigned by the supervisor

Our Ideal Candidate

1. Professional competencies

These are skills, knowledge, qualifications, and experience that are important for effective performance.

Generic professional competencies:

Generic professional competencies are competencies required by any individual in this or a similar role, in any location in NRC. This includes some that apply to many jobs in NRC:

- A university degree, social science, or other related field (preferable but not limited to: Law degree)
- At least 2 years of relevant experience.

Context related skills, knowledge and experience:

Context-related competencies are the knowledge, skills and experience required because of the context, location and/or current priorities in the role.

- Good experience in delivering information and training sessions.
- Excellent MS Office computer skills, especially in Word, Excel, Power Point and Outlook.
- Previous experience of working in complex and volatile contexts.
- Excellent interpersonal skills and humility.
- Good level in English, both written and verbal.

Additional Information

Contract period: contract until the end of the current year, renewable based on NRC fund and performance.

Salary/benefits: According to NRC's salary scale and terms and conditions

Duty station: Aleppo

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/4981003559?link_source_id=0