



VACANCY ANNOUNCEMENT

VACANCY NO.:	Q-IRQ-VA-19018
POSITION:	Legal Manager – Erbil
REPORTING TO:	Head of Erbil Office
NUMBER OF POSITION:	01
DUTY STATION:	Erbil Governorate
EMPLOYMENT TYPE:	Full- time (Sunday to Thursday 8h00-16h00)
CONTRACT DURATION:	Till December 31st 2019
TYPE OF ANNOUNCEMENT:	Internal/External
ANNOUNCEMENT DATE:	08 January 2019
APPLICATION DEADLINE:	12 January 2019

BACKGROUND:

QANDIL is a Swedish non-profit, non-political, non-religious humanitarian aid organization that was founded in 1991 in Stockholm, Sweden. Having continuously operated in the Kurdistan Region ever since, QANDIL's main priorities of work are construction and infrastructure activities, refugee and IDP initiatives, health, water, sanitation and hygiene, and capacity building.

Summary:

The Legal Manager will play an integral role in the smooth implementation of QANDIL's 'PARC Project' for IDPs and Refugees. S/he will supervise and coach IDP and refugee legal teams, while reporting to the Head of Office. S/he will be responsible to ensure the quality of the work of their teams, by providing them with adequate capacity building and on-the-ground coaching, in close cooperation with the Head of Office. The Legal Manager will support and guide the teams through providing timely and effective legal assistance to the needs of populations of concern, while employing a community-based, age, gender and diversity-sensitive approach. The Legal Manager will ensure that Persons of Concern are involved in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to build and maintain relations with different QANDIL departments, communities of concern, authorities, protection and partners as well as a broader network of stakeholders who can contribute to enhancing protection. The Legal Manager will act as a shining example to other team members in upholding QANDIL and UNHCR's code of conduct and ensure that all Persons of Concern are treated with dignity and respect in accordance with humanitarian principles and human rights standards. The PARC Legal Manager will also need to hold regular meetings with the various IDP and Refugee project team leaders and staff to ensure that service gaps are identified, and solutions are found in close consultation with the UNHCR staff. S/he will be responsible sending accurate and professional bi-weekly and monthly reports, providing constructive feedback to current team leaders and orienting newly hired ones. S/he will enhance QANDIL's interventions throughout Erbil Governorate to meet refugees' and IDPs' protection needs. In consultation with the Head of Office, the Country Director, and the UNHCR; the PARC Legal Manager will attend meetings with the humanitarian and donor community regularly to increase QANDIL's visibility and to identify future opportunities of intervention for the organization.



Duties and Responsibilities:

- Oversee project budget and work plan to ensure timely and successful implementation.
- Maintain up-to-date numbers of staff, and respond promptly to anticipated shortages and gaps.
- Stay well-informed about that employees' tasks, data on IDPs, refugees, and activities.
- Participate in recruitment of new staff, in drafting TORs, interviews, shortlisting, etc.
- Review employees' various types of leave requests, ensuring that the necessary targets are met.
- Streamline protection into all activities carried out by QANDIL.
- Build protection capacity of key QANDIL staff in different departments and projects.
- Supervise and mentor the IDP and refugee legal teams.
- Enhance the reporting and IT skills of legal teams.
- Maintain effective linkages and coordinate efforts with internal and external departmental staff (including Protection Teams, Data Team, Helpline Team, Finance, Outreach, etc.), local authorities, other partners and UNHCR on activity implementation, quality control and planning.
- Advocate with local authorities to ensure that the rights of IDPs and refugees are upheld and protected.
- Assist in formulating a strategic and well-structured plan in collaboration with supervisor and work in close coordination with legal teams to ensure all activities are performed in line with the plan, and that targets for legal activities are met in a timely manner.
- Meet regularly with the legal teams, individually with each legal team leaders in order to identify any challenges or staff issues, in order to respond in a timely manner and ensure both smooth implementation and the welfare of staff.
- Meet regularly with legal team in order to monitor their work, collect information, analyze and report on identified legal incidents, trends, gaps and interventions in various locations across Erbil governorate. Meeting minutes should be taken in each meeting to document the work and ensure transparency.
- Keep Head of Office regularly informed of gaps and problems in legal activities and issues for internal improvement, recommendations, advocacy or take-up with other agencies.
- Support in the organization of focus group discussions and other activities/events as requested,
- Attend and actively participate in coordination meetings and trainings when required by supervisors.
- Provide team members with constant feedback to improve their performance, and conduct formal performance appraisals on a quarterly basis.
- Perform other duties as assigned by supervisors.

Required qualification & skills:

- Master or Bachelor Degree in refugee studies, protection, human rights Law, international relations, humanitarian response or any other relevant field;
- At least three to five years' experience in managing protection projects in refugee/IDP situations, camp as well as urban context, including emergency operations.
- Fluency in English, Arabic and Kurdish Languages;



Swedish Humanitarian
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- General knowledge of issues pertaining to Persons of Concern to UNHCR and UNHCR's protection mandate.
 - Excellent understanding of legal issues faced by refugees, asylum-seekers, IDPs and host communities within the Erbil Governorate.
 - Excellent reporting skills.
 - Computer literate - Microsoft Office, Outlook etc.
 - Excellent interpersonal and communication skills with a team work attitude.
 - Excellent analytical skills and strategic planning.
 - Confidentiality - Ability to handle sensitive matters appropriately.
 - Willingness to work in all areas of Erbil Governorate and to work overtime if required by supervisors.
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HOW TO APPLY:

Interested applicants must send a cover letter with their most recent CV to recruitment@qandil.org
Subject line must read: **Legal Manager - Erbil**

Note: Applications not meeting the specified minimum requirements or received after closing date may not be considered. Shortlisted candidates will be contacted for an interview that may include a written test of communication and writing skills.