



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Lawyer**  
Organizational Unit: **Community Resource Center/RRU**  
Duty Station: **Iraq – Ninawa (West Mosul/Mosul Al-Jadeda)**  
Type of Contract: **Sub-Contracting (Stars & Orbit)**  
Grade: **Equivalent to G4**  
Duration of Appointment: **Four (4) months with the possibility of extension**  
Closing Date: **December 16, 2018**  
Reference Code: **SVN2018/IRQ/186**

*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, internal candidates are considered as first-tier candidates.*

### **Context:**

Under the guidance of Head of Office and Head, Returns and Recovery units, Under direct supervision of the Project Officer the incumbent will be responsible for below tasks, in particular:

### **Core Functions / Responsibilities:**

1. Receiving and assisting community members who have HLP issues;
2. Work with case management system for collecting information related to HLP matters brought to the CRCs;
3. Compile and create case reports and summaries using tracking tools and reporting templates;
4. Utilize a case referral system to refer cases to organizations that can provide support outside the expertise of HLP assistance staff in the CRCs;
5. Liaise and maintain relationships with legal assistance organizations to successfully utilize the case management, case referral, and case reporting and tracking systems;
6. Develop a service mapping for HLP and legal service providers in the geographic areas of responsibility and set a referral pathway per each region;
7. Profile all cases and follow up on progress per each case.

### **Typical responsibilities of HLP assistance staff in the Community Resource Centres include:**

- **Oversight of HLP assistance department of the CRC:** Generally, the Team will include an experienced lawyer and a caseworker who have experience working with clients as a legal representative. The lawyer supports staff in the development of their roles as well as assists in the assessments of individuals or families seeking assistance at the CRC. The lawyer also provides coordination support for the staff and holds regular meetings with the staff. This approach ensures that the staff are adequately prepared to provide effective services.

- **Intake Process:** This responsibility includes working with individuals, families, and groups to provide support to those seeking HLP assistance services. The intake process is a key component of the case management process by recording information from a client, asking follow-up questions, collecting documents, providing information on HLP resolution options, and providing referrals when needed.
- **Administrative Assistance:** This responsibility includes providing administrative support to collecting and verifying forms, including timesheets, securing the storage of documents and case files, scheduling appointments, etc. This responsibility also includes tracking and monitoring funds spent on HLP assistance operations and prepares simple fiscal reports.
- **Assessment and Evaluation of Data:** This responsibility includes collecting and analyzing data, developing client satisfaction surveys, and creating and producing reports on HLP assistance activities.
- **Community Liaison/Resource Linkage:** This responsibility includes mapping legal assistance service providers working in the community and developing a relationship with these organizations for client referrals.
- **Education and Outreach:** This responsibility includes the development of educational and outreach materials. This responsibility also includes continuing education training activities for new and current HLP assistance staff on HLP assistance operations, staff responsibilities, and HLP issues generally.

### **Required Qualifications and Experience**

- University Degree in the related field from an accredited academic institution, with two years of work experience
- Understanding of land management, conflict issues and HLP;
- Experience of working with clients or customers to solve problems.

### **Language:**

- Excellent command of English and working knowledge of Arabic.
- Any other language is an asset.

### **How to apply:**

Interested candidates are invited to submit their applications via a link:

<http://www.iomiraq.net/vacancies/lawyer-1>

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: 02.12.2018 to 16.12.2018