



**Tel: +252-5-844247,  
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## **JOB DESCRIPTION**

**Job title: Project Lawyer**

**Job grade: 3**

**Report to: Project Field Officer**

**Location: Galkaio**

**Job Summary:** The Project Lawyer will be responsible for providing free legal assistance and legal representative to the POC clients as identified in accordance with the KAALO standard criteria for eligible clients.

### **Duties and Responsibilities**

- Full-time employed as a KAALO lawyer providing free legal assistance and legal representation to POC clients as identified in accordance with the KAALO standard criteria for eligible clients.
- Advocate for continuous support for refugees and asylum seekers through facilitating regular coordination meetings among all stakeholders in an effort to minimize arbitrary detention, and unfair systems faces for refugees and asylum seekers.
- Provide legal counselling to women who may have experienced various forms of discrimination or may have been victims of unfair judicial practices, e.g. increase in rent, eviction, arbitrary detention, exploitation, domestic violence irregular divorce proceedings etc.
- Provide legal protection information to the refugees and asylum seekers, Procedural safeguarding information and relevant internal protection for refugees and asylum seekers
- Provide legal advice, counselling and legal representation refugees and asylum seekers in Galkaio.
- Advocate and encourage law enforcement officials on rights and obligations of refugees and asylum seekers in Puntland.

- Encourage and undertake community awareness on religious leader to proactively participate the positive change of the community against GBV practices.
- Participate and present lectures all training workshops and meetings strengthen refugees and asylum seeker's rights.
- The lawyer is responsible all related legal cases in Galkaio and its finalization.
- Tracking assigned tasks/project steps/timetables, coordinating with relevant member, and providing assistance and/or information on project related matters.
- Contributing to the project annual, quarterly and Situational Report (SITREP), work plans preparation and reporting.
- Prepare good situation reports on weekly and monthly basis under project officer and Protection activities and issues related to it.
- Contribute to the development of KAALO strategy, action plan, and priorities the activity plan.
- Develop partnership with relevant organizations to ensure responses upon identified sectorial needs and link with development activities.
- Provides information to UNHCR on KAALO activities and handled cases with challenges and recommendations.
- Visiting detention centres Courts on a daily basis and camps twice per week if necessary.
- Other duties as assigned to you.

### **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in Law
- Minimum of 2 years relevant work experience in the legal provision.
- Knowledge and understanding of the court.
- High level of knowledge of English (both oral and written) and Somali language.
- High quality report writing and delivering.
- Good computer skills.

### **APPLICATION PROCEDURE**

All interested candidates are encouraged to forward their CVs and applications to the Email: [operations@kaalo.org](mailto:operations@kaalo.org) with clear heading for the position

Please note that only the shortlisted candidates will be contacted.

**The closing date is on: 29<sup>th</sup> January 2018**