

## JOB DESCRIPTION

<b>Job title:</b> Bekaa Legal Consultant															
<b>Employment category:</b> Consultant <b>Reporting to:</b> Area Protection Manager, National Legal Consultant, Protection Coordinator <b>Subordinates:</b>	<b>Unit/department:</b> Legal <b>Location:</b> Bekaa <b>Authorization level:</b> (the amount this position is approved to spend without approval from manager)														
<b>Overall purpose of the role:</b> The Legal Consultant will be responsible for providing technical supervision of DRC's legal program which includes: legal awareness, individual counseling and court representation.															
<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>Develop and review existing informational materials regarding legal services, civil documentation, residency and other relevant legal issues.</li> <li>Produce, adapt and roll-out technical products based on identified needs such as: training, SOPs, guidance notes etc.</li> <li>Make recommendations and provide on the job coaching to improve quality of legal program.</li> <li>Support legal team to achieve activities' objectives and targets.</li> <li>Identify, review and prepare protection cases in need of court representation and working collaboratively with legal consultant/s on national or field level. Review legal documents that will be submitted to courts. Prepare briefs for National Legal Consultant on status of court cases on weekly basis.</li> <li>Regularly and proactively monitor and analyze ongoing trends in the region as related to protection and legal programming, and provide regular updates on these trends and how they affect programming.</li> <li>Participate in the submission of timely, accurate and well-written donor reports and other reporting requirements (incl. Donors' reports and Activity info). Feed into proposal development on legal aid.</li> <li>Support the recruitment of legal officers when needed.</li> <li>Support DRC on national and field level on developing a common analyses and shared learning to support advocacy efforts.</li> <li>Maintain positive work relationship within the team, and promote team-building efforts with respect to internal DRC HR/Admin rules and procedures.</li> </ul>															
<b>Experience and technical competencies:</b> <ul style="list-style-type: none"> <li>At least seven years of prior professional legal experience in Lebanon, ideally specializing in services provided to vulnerable clients and refugees.</li> <li>Admitted to the Bar Associations of Beirut or Tripoli.</li> <li>Experience providing legal counseling and assistance on issues including HLP, employment law, civil status and criminal issues.</li> <li>Experience interacting with judicial, security and administrative authorities.</li> <li>Demonstrated experience of the humanitarian values and a commitment to assist the most vulnerable.</li> <li>Experience working for an international humanitarian organization.</li> <li>Experience working on development of Standards of Practice applicable in an international context.</li> <li>Experience working with multilateral funding, ECHO preferred.</li> <li>Good knowledge of refugee context, as well as demonstrated ability to identify and refer vulnerable cases, is desirable.</li> </ul>															
<b>Education:</b> <ul style="list-style-type: none"> <li>Law Degree.</li> <li>Master Degree in International Law (preferable and not essential).</li> </ul>	<table border="1"> <thead> <tr> <th>Core competencies</th> <th>Basic</th> <th>Advanced</th> <th>Expert</th> </tr> </thead> <tbody> <tr> <td>Striving for excellence</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Collaborating</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>			Core competencies	Basic	Advanced	Expert	Striving for excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collaborating	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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<b>Languages:</b> <ul style="list-style-type: none"> <li>English (Fluent)</li> <li>Arabic (Fluent)</li> </ul>															

<p><b>Key stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Internal DRC sector managers and coordinators.</li> <li>• Local authorities like municipalities, GSO, ISF, Mouktars, and Ministries.</li> <li>• Other legal service providers.</li> <li>• Donors (ECHO, UNHCR, UNICEF).</li> <li>• UN agencies and NGOs.</li> </ul>	<table border="1"> <tr> <td data-bbox="824 216 1063 268">Taking the lead</td> <td data-bbox="1063 216 1214 268"><input type="checkbox"/></td> <td data-bbox="1214 216 1365 268"><input type="checkbox"/></td> <td data-bbox="1365 216 1513 268"><input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="824 268 1063 321">Communicating</td> <td data-bbox="1063 268 1214 321"><input type="checkbox"/></td> <td data-bbox="1214 268 1365 321"><input type="checkbox"/></td> <td data-bbox="1365 268 1513 321"><input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="824 321 1063 373">Demonstrating integrity</td> <td data-bbox="1063 321 1214 373"><input type="checkbox"/></td> <td data-bbox="1214 321 1365 373"><input type="checkbox"/></td> <td data-bbox="1365 321 1513 373"><input checked="" type="checkbox"/></td> </tr> </table>	Taking the lead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Communicating	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Demonstrating integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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<p><b>Last updated:</b> 11 April 2019</p>	<p><i>Find the definition of DRC's Core competencies <a href="#">here</a></i></p> <ul style="list-style-type: none"> <li>◆ <b>Basic:</b> I master the essentials, but may at times need help from others</li> <li>◆ <b>Advanced:</b> I can work independently at full professional level.</li> <li>◆ <b>Expert:</b> I am the go-to person when others need help.</li> </ul>												

The Job description may not exceed two pages