

## JOB DESCRIPTION

**Job title:** National Legal Consultant

**Employment category:** Consultant

**Reporting to:** Protection Coordinator

**Subordinates:**

**Unit/department:** Legal

**Location:** Beirut with frequent visits to DRC's field offices

**Authorization level:** (the amount this position is approved to spend without approval from manager)

**Overall purpose of the role:** The Legal Consultant will be responsible for providing technical supervision of DRC's legal program which includes: legal awareness, individual counselling and court representation and to provide case advice concerning representation eligibility to area level legal teams.

**Responsibilities:**

- Develop and review existing informational materials regarding legal services, civil documentation, residency and other relevant legal issues.
- Produce, adapt and roll-out technical products based on identified needs such as: training, SOPs, guidance notes etc.
- Make recommendations and provide on the job coaching to improve quality of legal program.
- Support legal team to achieve activities' objectives and targets.
- Provide regular support to the field legal teams to ensure harmonization of approaches, tools and standards of operation among all field offices.
- In coordination with Protection Managers and the Protection Coordinator advise on broader legal services programming strategy and potential mainstreaming opportunities for legal assistance within DRC programs.
- Feed into the protection strategy by providing legal context analysis, prioritization of legal needs and identifying appropriate interventions in line with community consultations.
- Identify, review and prepare protection cases in need of court representation and working collaboratively with legal consultant/s on national or field level. Advise field legal teams on how to better identify, counsel and accompany clients through the court process. Review legal documents that will be submitted to courts. Brief Protection Coordinator on status of court cases on a bi-weekly basis.
- Regularly and proactively monitor and analyze ongoing trends in Lebanon and in the region as related to protection and legal programming, and provide regular updates on these trends and how they affect programming.
- 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.
- Lead the recruitment of qualified legal consultants and legal officers when needed.
- Support DRC on national and field level on developing a common analyses and shared learning to support advocacy efforts.
- Maintain positive work relationship within the team, and promote team-building efforts with respect to internal DRC HR/Admin rules and procedures.

**Experience and technical competencies:**

- At least seven years of prior professional legal experience in Lebanon, ideally specializing in services provided to vulnerable clients and refugees.
- Admitted to the Bar Associations of Beirut or Tripoli.
- Experience providing legal counseling and assistance on issues including HLP, employment law, civil status and criminal issues.
- Experience interacting with judicial, security and administrative authorities.
- Strong experience managing a diverse team.
- Demonstrated experience of the humanitarian values and a commitment to assist the most vulnerable.
- Experience working for an international humanitarian organization.
- Experience working on development of Standards of Practice applicable in an international context.
- Experience working with multilateral funding, ECHO preferred.
- Good knowledge of refugee context, as well as demonstrated ability to identify and refer vulnerable cases, is desirable.

<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 data-bbox="812 203 1062 310">Core competencies</th> <th data-bbox="1062 203 1213 310">Basic</th> <th data-bbox="1213 203 1362 310">Advanced</th> <th data-bbox="1362 203 1523 310">Expert</th> </tr> </thead> <tbody> <tr> <td data-bbox="812 310 1062 348">Striving for excellence</td> <td data-bbox="1062 310 1213 348"><input type="checkbox"/></td> <td data-bbox="1213 310 1362 348"><input type="checkbox"/></td> <td data-bbox="1362 310 1523 348"><input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="812 348 1062 386">Collaborating</td> <td data-bbox="1062 348 1213 386"><input type="checkbox"/></td> <td data-bbox="1213 348 1362 386"><input type="checkbox"/></td> <td data-bbox="1362 348 1523 386"><input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="812 386 1062 424">Taking the lead</td> <td data-bbox="1062 386 1213 424"><input type="checkbox"/></td> <td data-bbox="1213 386 1362 424"><input type="checkbox"/></td> <td data-bbox="1362 386 1523 424"><input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="812 424 1062 462">Communicating</td> <td data-bbox="1062 424 1213 462"><input type="checkbox"/></td> <td data-bbox="1213 424 1362 462"><input type="checkbox"/></td> <td data-bbox="1362 424 1523 462"><input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="812 462 1062 499">Demonstrating integrity</td> <td data-bbox="1062 462 1213 499"><input type="checkbox"/></td> <td data-bbox="1213 462 1362 499"><input type="checkbox"/></td> <td data-bbox="1362 462 1523 499"><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"/>	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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<b>Languages:</b> <ul style="list-style-type: none"> <li>• English (Fluent)</li> <li>• Arabic (Fluent)</li> </ul>																											
<b>Key stakeholders:</b> <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>	<p><i>Find the definition of DRC's Core competencies <a href="#">here</a></i></p>																										
<b>Last updated:</b> 11 April 2019	<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