

Protection and Rule of Law Officer (Lawyer)

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Company: International Rescue Committee

Location: Gdynia

Category: other-general

Requisition ID: req49580

Job Title: Protection and Rule of Law Officer (Lawyer)

Sector: Protection and rule of law

Employment Category: Fixed Term

Employment Type: Full-Time

Open to Expatriates: No

Location: Poland

Work Arrangement: In-person

Job Description

Position Overview

Reporting directly to the Integrated Protection Manager (IPM) based in Gdynia and receiving technical guidance from the Protection Rule of Law Coordinator (PRoLC), **the Protection and Rule of Law Officer (Lawyer)** will play a crucial role in delivering legal aid services to refugee and migrant communities at IRC Poland's community center in Gdynia. This position entails direct engagement with affected populations, providing legal information, counseling, and comprehensive assistance through case management on matters pertaining to temporary protection and refugee law in Poland. Moreover, the Legal Officer will be instrumental in standardizing information dissemination and actively contribute to IRC Poland's program strategies by identifying legal risks and needs within the target population, while also proposing effective response solutions.

Job Responsibilities

Direct Service Provision:

information sharing and referral services to project beneficiaries, including those under temporary protection, asylum seekers, refugees, and affected groups from host population in Poland, addressing specific legal issues and concerns.

2. Conduct group information sessions for refugees from Ukraine, delivering accurate and timely information about their rights and available remedies.

3. Deliver in-person legal counseling at the IRC Community Center in Gdynia and other facilities in the Pomorskie voivodeship tailored to individual clients' needs, offering professional advice on legal matters and empowering clients to navigate legal obstacles.

4. Provide legal assistance and case management to the most vulnerable refugees from Ukraine, including drafting legal documents and representing clients before relevant authorities.

5. Develop informative materials for project beneficiaries, encompassing crucial topics such as legal stay, family law, housing, access to documentation, the labor market, social benefits, and healthcare.

close collaboration with colleagues at the community center to identify and implement effective multi-sectoral assistance strategies for clients.

collaboratively with the Senior Protection and Rule of Law Officer to analyze legal issues, contributing to the drafting of information materials, advocacy letters, and briefing notes.

8. Support the conduct of legal and protection monitoring initiatives as a part of the IRC field office staff, facilitating and ensuring follow-up on incoming and outgoing protection referral cases.

Project management

periodic reports on the number of clients assisted, type of assistance provided, and frequent issues raised by clients to feed into further program planning and strategy processes.

2. Maintain a tracking system of clients using IRC available tools and software, and in line with IRC and national data protection guidance.

3. Participate in relevant program team meetings and planning sessions.

4. Coordinate closely with other program colleagues on effective approaches to support clients in need of multi-sectoral assistance.

5. Contribute to the content of inclusive information and communications materials, both printed and digital, to facilitate a wider reach of clients with various needs and comprehension abilities.

6. Contribute to other program planning and management processes as requested by the supervisor and PRoLC.

Coordination

1. Coordinates with all relevant stakeholders (Local authority, justice actors, NGOs, etc.) in Gdynia to ensure effective implementation of legal services.

2. Participate in relevant coordination meetings with sub-regional level, as per request of the supervisor.

Other duties

1. Proactively and thoroughly abide by IRC standards and policies, and promote IRC approaches and program models among relevant stakeholders.

duties as assigned by the Protection and Rule of Law Coordinator.

Qualifications

Requirements

· Master's degree in law, legal studies, human rights, or a related field. Additional courses in legal aid for migrants and refugees are highly desirable.

· Minimum 2 years of working experience in Legal Aid/Protection projects, specifically working with refugees, asylum seekers, and migrants in Poland.

· Strong understanding of the Polish legal framework, legal best practices, and ethical standards for legal service delivery. Familiarity with the Ukrainian legal framework is advantageous.

· Knowledge of the EU legal framework concerning international protection, refugee law, and migrant rights.

· Prior experience working with non-governmental organizations (NGOs) or international non-governmental organizations (INGOs) is preferred. Experience with refugee and migrant communities is highly advantageous.

· Proficient in computer applications such as Microsoft Office and other relevant software.

· Experience of delivering group sessions, workshops, and individual counseling to diverse populations in need.

· Excellent interpersonal and problem-solving skills, with strong time management and organizational abilities.

· Ability to work effectively as part of a team and promote teamwork in a multicultural environment.

· Proficiency in spoken, written, and conversational Polish and Ukrainian/Russian is essential.

Fluency in English is considered an advantage.

·Hold a valid work permit to work legally in Poland.

This position will be based in Gdynia, with occasional travel to Warsaw, Katowice and other locations as necessary. As this is a fluid and rapidly changing context, the location of this position and length of assignment may change based on the needs of the program.

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