



THE CARIBBEAN CENTRE FOR HUMAN RIGHTS

CCHR is expanding its operations to include the provision of legal services and is seeking to appoint a Legal Assistant to support the organization's activities to achieve its goal of improving the protection and human rights of forcibly displaced persons in Trinidad and Tobago.

LOCATION: Chaguanas

APPLICATION DEADLINE: October 17th 2023

START DATE: 24th October 2023

APPLICATION PROCESS: Apply via email to caribbeancentreforhumanrights@gmail.com : cover letter, resume, names and contact details for three (3) references

BACKGROUND

Founded in 2006, the Caribbean Centre for Human Rights (CCHR) is an independent, nonprofit, non-governmental organization (NGO), dedicated to the promotion, protection and defense of human rights in Trinidad and Tobago and the Caribbean. CCHR's work focuses on advancing the human rights of asylum seekers and refugees, prison reform, criminal justice reform and issues related to police use of force. CCHR's work includes monitoring human rights issues, information and awareness campaigns and legal advocacy, in order to achieve its mission to promote, protect and defend human rights in the region.

As UNHCR's implementing partner, CCHR will work to provide legal services to improve the human rights situation and protection environment for forcibly displaced persons in Trinidad and Tobago. CCHR's work will address the protection needs of forcibly displaced persons with responses such as the provision of information, advocacy, referrals, protection by presence and strategic litigation on behalf of individuals and groups within the asylum seeker/refugee population.

LEGAL ASSISTANT

TERMS OF REFERENCE

REPORTS TO: Legal Officer

Under the supervision of the Legal Officer, the Legal Assistant will work to support the provision of legal services to address the protection needs and human rights of forcibly displaced persons, particularly but not limited to refugees and asylum seekers, through information, counselling, legal assistance, legal representation and advocacy in accordance with organizational mandate and priorities.

DUTIES AND RESPONSIBILITIES

- Respond to inquiries and requests for assistance from forcibly displaced persons in person, via email or call, including scheduling, coordinating and conducting initial screening interviews
- Perform in-depth, detailed interviews (in person and virtually), with forcibly displaced persons who are often victims of human rights abuses and provide legal information and legal counseling where appropriate
- Provide legal representation for refugees and asylum seekers including preparation of legal documents and appearance in court to facilitate access to rights, periodically monitoring the legal assistance processes seeking ensure its closure
- Support strategic litigation
- Where needs for specific services or assistance are identified during interviews, ensure timely referrals accordingly and follow up on referrals, including referrals to the network of pro bono lawyers when applicable
- Support with case management and/or individual protection assistance in coordination with other key actors
- Report urgent and high-risk cases to Legal Officer and/or Executive Director in a timely manner
- Disseminate accurate and impartial information to displaced persons through individual counselling, group events, advisories, and leaflets
- Support with selected advocacy efforts of the operation including assistance with web materials, written materials, coalition building, newsletters, e-advocacy, participating in meetings and taking minutes
- Support with drafting less complex emails and external correspondence to stakeholders and the authorities
- Support with general administrative duties such as data recording, surveys, feedback mechanisms, preparing presentations and organizing meeting briefs
- Responsible for maintaining case data within relevant legal trackers and databases and contribute report inputs
- Assist the Legal Officer in ensuring quality of the planning, implementation and follow up on legal services provided
- Actively participate in the planning, execution and monitoring of CCHR activities at the local level in coordination with supervisor
- Remain up to date on legal procedure and policy developments
- Provide inputs for an up-to-date service mapping of the service providers throughout the country
- Ensure all legal service activities are recorded and documented accurately and in a timely manner in Progres and virtually
- Perform other related duties as required

QUALIFICATIONS AND EXPERIENCE

Essential

- Bachelor's degree in law and Legal Education Certificate
- A minimum three years' relevant work experience, experience working with forcibly displaced persons is an asset
- Excellent IT skills (Microsoft Excel, Outlook, Word and PowerPoint)
- Demonstrated excellence in written and oral communication

Desirable

- Ability to speak Spanish
- Experience in providing legal counseling to vulnerable groups

CORE COMPETENCIES

- Excellent interpersonal skills and ability to communicate effectively, both orally and in writing
- Ability to establish effective working relations in a multicultural team environment
- Demonstrate integrity by upholding and promoting the highest standards of ethical and professional conduct including safeguarding against sexual exploitation, abuse, and harassment
- Commitment to continuous learning
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability