



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 Officer 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 OFFICER

TERMS OF REFERENCE

REPORTS TO: Executive Director

The Legal Officer will work as a member of CCHR's legal services team and is responsible for supervising the legal assistants, to support forcibly displaced persons, particularly but not limited to refugees and asylum seekers, to claim and exercise their rights through information, counselling, legal assistance, legal representation and advocacy in accordance with CCHR's organizational mandate and priorities. The Legal Officer will also work closely with UNHCR and other partners and stakeholders on protection related issues and with the pro bono attorneys and members of CCHR's strategic litigation team.

DUTIES AND RESPONSIBILITIES

- Responsible for the supervision of the team of legal assistants and volunteer attorneys
- Respond to inquiries and requests for assistance from displaced persons including scheduling, coordinating and conducting initial screening interviews
- Provide legal representation for refugees and asylum seekers including preparation of legal documents and appearance in court as 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
- Support with case management and/or individual protection assistance in coordination with other key actors, including referrals to the network of pro bono lawyers when applicable
- Provide legal analysis of application or interpretation of international law, refugee and human rights law under supervision
- Report urgent and high-risk cases to Executive Director and key partners 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 and organizing in meetings
- Support with drafting 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
- Support with ensuring quality of the planning, implementation and follow up on legal services provided
- Actively participate in the planning, execution and monitoring of CCHR's 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 electronically
- Assist with the orientation and supervision of interns and assuring that these volunteers are used as quality resources to support the legal team
- Provide inputs for the design of legal strategies and CCHR activities to ensure the provision of services in an efficient and timely manner
- Provide inputs for the development of operational standards, thematic publications and information material
- Provide inputs to internal/external reports, evaluations and surveys
- Perform other related duties as required

QUALIFICATIONS AND EXPERIENCE

Essential

- Bachelor's degree in law and Legal Education Certificate, master's degree is an asset
- At least five years of relevant work experience in a related field and at least two years' experience in a supervisory role
- Demonstrated excellence in written and oral communication
- Excellent IT skills (Microsoft Excel, Outlook, Word and PowerPoint)

Desirable

- Excellent organization skills, including the ability to manage numerous tasks simultaneously, work under pressure and meet deadlines
- Candidates with contextual understanding and legal experience will be given preference
- Ability to work in Spanish

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