

JOB OPPORTUNITY WITH HAGAR INTERNATIONAL FOUNDATION

Legal Assistant

Background on Hagar

Hagar was established in 1994 in Cambodia. In 2009, Hagar expanded its model to Afghanistan and Vietnam. Our focus is on working with women and children who are suffering from the impact of trauma resulting from slavery, trafficking and abuse. We seek to magnify the impact of this work with individuals and families through our advocacy and capacity building work with other service providers and institutions.

For those affected by trauma, and those who support them, Hagar is an expert in care and recovery. When healing happens the cycle of trauma stops. We believe that with the right support and capabilities people can recover and take the lead in their own journey to wholeness.

Hagar International Foundation is now looking for **1** passionate and qualified candidate to fulfil **1** position of **Legal Assistant** based in **Phnom Penh**.

PURPOSE

Legal Assistant provide overall support to the Legal & Protection Unit of Hagar Cambodia to ensure:

- (i) Hagar clients receive appropriate and timely legal assistance and advice.
- (ii) Work with Hagar's Case Management Team, Counselling team to support clients on time
- (iii) Mainstreaming protection within the organization.

RELATIONSHIPS

- This position reports to **Legal and Protection Unit Coordinator**
- Direct report: **N/A**

RESPONSIBILITIES

- Provide legal support of clients.
- Assist lawyer on the legal processes to support clients.
- Assist legal officer in collaborating with all stakeholders in protecting and advocating for clients' rights, including clients' rights in criminal justice proceedings.
- As any support to the Legal and Protection as required and recorded management.
- Administration task of the Legal & Protection Unit.
- Any other duties requested by the Legal and Protection Unit coordinator in furtherance of the purpose and goals of the Legal & Protection Unit (e.g. should be <5% activities for the year).

QUALIFICATIONS AND EXPERIENCES

Education:

- University Degree in Law (LLB).

Experience:

- At least 3 years relevant experience in follow up cases at the court, provide legal counselling to clients.
- Experience working with victims of trafficking, other forms of severe human rights abuse and sexual abuse.
- Prepare training on relevant topics
- Experience with working in child protection matters and prioritises the best interests of the child in approach and decision-making.
- Experience in advocating for child/human rights.
- Good understanding of local context, particularly related to legal systems and process.
- Working experience with victims of trafficking, other forms of exploitation and gender-based violence.
- Experience with the Cambodian court system and monitoring court proceedings, especially those that involve children.
- Providing legal advice and counsel.
- Legal research
- Networking with other agencies
- Effective communication and facilitation
- Knowledge of staff and project management
- Advocacy

Skills and Knowledge:

- Understanding the national and international legal frameworks, especially protection of victims in criminal investigations and court proceedings.
- Good verbal and written English.
- Good working knowledge of international human rights / child rights instruments.
- Cambodian laws:
 - Criminal Law
 - Trafficking Law
 - Labour Law
 - Constitution
 - Marriage and Family Law
 - Convention on The Rights of the Child
 - DV law

Personal Attributes:

- Able to work under pressure
- Committed to client protection (including children)
- Responsiveness (especially for crisis situations).

Interested candidates are required to submit his/her updated **Hagar Application Form and Expression of Interest Letter** with subject line: **Application for Legal Assistant** to Hagar's email address: jobs.cambodia@hagarinternational.org. **Only candidates with the required documents above will be considered for shortlisting.**

Hagar International Foundation is an equal opportunity Organization. Women and Disable people are strongly encouraged to apply.

Closing date: June 20, 2019