

**JOB DESCRIPTION
NORWEGIAN REFUGEE COUNCIL**

JOB TITLE:	ICLA Programme Manager
DUTY STATION:	Jerusalem
CONTRACT PERIOD:	12 months
STARTING DATE:	01.01.2011
PROJECT NUMBER:	
REPORTING TO:	Country Director

1. BACKGROUND

THE NRC PROGRAMME

NRC is running a Information, Counselling and Legal Assistance (ICLA) programme for refugees, internally displaced persons (IDPs) and those facing displacement in the Occupied Palestinian Territories. The programme's aim is to enhance Palestinian's Access to Justice through the provision of legal assistance, capacity building of legal professionals and advocacy of their rights in the Occupied Palestinian Territories. The long term objective of the programme is to contribute to improved protection and living conditions for refugees and internally displaced persons in the OPT.

The current programme provides its services through local lawyers and organizations working in Gaza, East Jerusalem and the West Bank as well as through NRC own lawyers.

2. ROLE, TASKS AND RESPONSIBILITIES

JOB PURPOSE

Under the guidance of the NRC Country Director for oPt, the ICLA Program Manager will contribute to the achievement of NRC's objectives in oPt and be responsible for the overall planning and implementation of the ICLA program in oPt.

REPORTING TO

The Program Manager will lead the ICLA program and will report to the NRC Country Director for oPt.

TASKS AND RESPONSIBILITIES

This job description is an appendix to the contract and the employer can at any time make changes after discussions with the Country Director and the Program Manager.

Strategic Development

- Overall responsibility of a complex legal programme including management of international and national lawyers and advising on high profile litigation cases;
- Co-chairing the DWG Legal Taskforce and closely liaising with UN agencies on legal aid co-ordination as well as the Palestinian Authority;

- Chairing the NRC oPt ICLA Advisory Board comprising of senior human rights lawyers;
- Advising the international community and donors on legal issues as required and providing high level legal briefings as requested;
- Advising and developing the ICLA strategy for oPt including legal advocacy, information and research component;
- In close collaboration with NRC oPt's oversea based consultant, setting up the international legal component of the NRC oPt ICLA programme;
- Advising on legal training/capacity building of NRC staff and partner lawyers;
- Liaise closely with the NRC oPt Advocacy Information and Protection Advisor (AIPA) or regarding advocacy/protection work on key IDP, refugee and returnee issues and on issues related to displacement and return;
- Participate and assist the CD in relevant meetings with the UN, authorities, and other actors both centrally and in all provinces of activity
- Represent NRC/ICLA in networks in consultations with CD

Programme Implementation and administration

- Overall budget and professional responsibility for a large multi-donor program
- Develop steps and procedures in the planning and implementation of the ICLA program in accordance with agreements with donors and implementing partners
- Ensure that activities are in line with budget lines and limitations
- Monitor, evaluate and suggest changes and improvements in programme and materials based on observations and discussions with the ICLA staff and the CD.
- Prepare applications and budgets to relevant donors in accordance with deadlines and guidelines given by Country Director and the applicable donor

Information/ Reporting

- In accordance to set timelines, prepare reports for CD, NRC Oslo, donor, implementing partners, etc.
- Provide the HQ ICLA Adviser and Desk Officer relevant documents and channel issues and questions to the Adviser
- Provide the NRC oPt Advocacy Information and Protection Advisor (AIPA) with relevant documents and background information
- Communicate, exchange information and co-operate with relevant external actors
- Contribute to the development of NRC's strategy, action plan and activities plan and priorities for the ICLA program

Personnel

- Personnel responsibility for program staff. Coordination/information sharing responsibility for ICLA staff
- Assess needs for further capacity building among ICLA program staff
- Coordinate guide and delegate tasks to support units (i.e. logistics, security, finance, transport and administration / personnel).
- Recruit additional ICLA program staff when needed

ACHIEVEMENT INDICATORS

- Professional program management and implementation according to mandate and objectives
- The overall objectives for the ICLA program in oPt have been achieved
- Plans, procedures and timelines for the ICLA program exist in writing
- Responses to dilemmas and problems have been found in cooperation with partners

- Recruitment, training and support of local ICLA staff
- Networking with other local and international key actors
- Proposals for future funding of the activities have been developed within set timeframes
- Reports have been produced at regular intervals, and spending is in accordance with the approved budget.
- The ICLA program is well known and respected by relevant stakeholders

3. PROFILE OF PERSON

- Law degree preferably with experience in international humanitarian or human rights law
- Minimum of 7 years experience of working in judicial/ legal mechanisms
- Strong and proven record of litigation preferred
- Experience of working on justice issues in a conflict or post-conflict area
- Experience of programme management preferred
- Proven communication, interpersonal, representation, negotiation and leadership skills
- Flexibility and resourcefulness
- Fluency in the English language.
- Proven skills and experience in report writing
- Ability to work under pressure, independently and with limited supervision.
- Strong organisational and logistic skills
- Holder of a valid international driver's licence

4. ADDITIONAL INFORMATION

Duty station will be Jerusalem. This is a family posting. Programme follow up will require frequent travelling in the operational area. Travel is dependent on changing security conditions.

Signed Oslo,

(employer)

(employee)

By signing this job description, the employee accepts them as well as the NRC Guiding Principles on Sexual Harassment and the General Code of Conduct for all NRC's field personnel attached to this document.

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