

WOREC

Job Description

Job Title: Legal Officer	Department: Quality Care
Reporting To: Senior Program Officer & Program Coordinator-Human Rights and Social Justice	Location: Balkumari, Lalitpur
<p>Brief Position Description: Founded in 1991, Women's Rehabilitation Centre (WOREC) is a national level leading NGO working in Nepal from local to global level with feminist values to support and bridge collective actions for women rights and feminist movement. Together with collaborators from a diverse range of feminist human rights movements and networks, WOREC works to advance the rights of women in diversity. WOREC advocates for affirmative structural and social changes influencing national and international actors. WOREC works for the protection and promotion of women's human rights and social justice with the campaigns against violence against women, and women's economic, social and cultural rights. WOREC is active nation-wide by its presence with central office in Lalitpur, provincial and district offices in 6 provinces. WOREC is currently looking for a dynamic and competent candidate to fulfill the position of Legal Officer. The Legal Officer (LO) is mainly responsible for providing legal aid to the GBV survivors and survivors of any types of human rights violation from any party and provide the legal support for human rights defenders. The position is also responsible to design the policy reform program where necessary, policy advocacy, policy review, its planning, implementing, monitoring, reporting and documenting work; and policy review and stakeholder communications linking central office and communities. LO reports directly to Senior Program Officer and Program Coordinator-Human Rights and Social Justice and other theme leaders and program focal person and works in close coordination with them. The LO takes lead role and works in close coordination with the District Coordinators, Field Program Officers and other staffs in achieving the goal and objectives of WOREC.</p>	
<p>Job Description:</p> <ul style="list-style-type: none">• Providing legal aid to the GBV survivors with proper legal counselling for social reintegration.• Handling litigation, non-litigation cases and arbitration matters on the human rights violation cases and cases of GBV.• Making annual and monthly plan of action for policy review and advocacy on women's rights, social justice, and implement it. Document the data correctly especially focusing on legal counseling, Legal Aid Support and Referral for the legal support.• Developing the policy advocacy strategy related to the human rights and social justice, human rights and social justices and quality of care thematic areas of WOREC.• Coordinate with various formal and informal justice providers and provide trainings and orientations on policy provisions, human rights and local and global policy frameworks.• Advising on civil, labor and other related issues.• Appear in-house counseling when required and work in referral mechanism. Provide legal counseling to the beneficiaries of the organization when requested and document them.	

- Liaise with various government and non-government authorities including Nepal police, local judicial committees, human rights defenders and other formal and informal justice providers.
- Drafting and vetting all legal agreements, contracts, MoUs, strategic alliances etc.
- Prepare the basic documents such as applications, replies for the court cases and as required by the organization.
- Coordinate with legal advisors of WOREC in different districts and work closely with them for legal case handling, management and reporting.
- Facilitate for and maintain proper documentation of legal cases and success stories, initiatives/works of the organization, including periodic and annual reports and year book; and also ensure that all policy information is appropriately documented and secured.
- Support any legal affairs of the organization when and where necessary.
- Conduct and attend related internal and external meetings, workshops and other discussion forums organized by organization, partners and donor agencies.

Required Qualifications:

- LLB/BA LLB/ BBA LLB/ LL.M from a valid educational organizational.
- Minimum 3 to 5 years of relevant work experience.
- Proven experience as a Legal Counsel in organizations or firms.
- Excellent knowledge and understanding of related laws, codes and policies and their procedures
- In depth understanding of regulations applicable in Nepal (including but not limited to e-governance, data security and privacy policies, civil and criminal codes, laws related to human rights, migration, women health, GBV, social protection, intellectual property.
- Good counselling, mediation skills and communication skills in both Nepali and English.
- High degree of professional ethics and integrity.
- Sound judgment and ability to analyze situations and information.
- Ability to use innovative initiative and attention to detail.
- Ability to maintaining high confidentiality and not judgmental attitude.

Applying Procedures

Qualified candidates may send cover letter detailing their experience and motivation for the current position with an updated CV to **vacancy@worecnepal.org** by **31st July, 2023**. Please mention **your name and the applying position** in the subject line of your CV and Cover letter.

Only the shortlisted candidates meeting the criteria will be called for written test and interview. No telephone calls will be entertained.

WOREC Nepal encourages women and candidates from Dalit/Janjati and sexual minority to apply. For details visit: <http://worecnepal.org/career>.

