



Role : Legal Expert
Start Date: immediate
Reports to: Head of Protection & Safeguarding
Application Deadline: 15/7/2023
Type of Work: Part-time
Vacancies to Fill: 2 vacancies

About us

Irida Women's Center is a nonprofit organization that empowers economically and socially vulnerable women to become active members of society and to fulfill their goals and aspirations. In our women-led community center, women can find the support they need to address challenges, find solutions, and achieve positive change. Through counseling, legal, and psychosocial support, and employability services, women are inspired to share and learn, make responsible decisions for their lives, and pursue opportunities for personal and professional development.

Position Summary

The Legal Expert is expected to provide legal counseling, assistance, and representation before the courts and the competent authorities to ensure access to vulnerable women's rights, including GBV victims & single-parent asylum-seeking families.

Responsibilities

- Providing legal counseling and assistance to asylum seekers (including the provision of information, online pre-registrations, interview preparations, communication with asylum offices and police, appeals on 1st & 2nd instances as well as representation to Administrative Courts, lodging subsequent applications).
- Providing legal assistance to recognized refugees (including counseling, provision of information, communications with asylum services and police, and applying to obtain/renew TDV and residency permits).
- Providing legal counseling and support to limited beneficiaries eligible to apply for or renew a residence permit under the Migration Law (support throughout the entire process).



- Court Representation around Civil Law (e.g., Custody and/or divorce). Court Representation on limited penal cases (e.g., illegal entry/exit/forged documents)
- Providing legal assistance and liaising with authorities to ensure timely access to social services and to integration-related processes (bureaucratic issues, access to health services & labor market, etc.).
- Identifying protection and other support issues and referring them internally to assigned colleagues.
- Liaising with other legal service providers onsite and following referral pathways, upon consent of the beneficiaries.
- Identify the vulnerabilities and special circumstances of the beneficiaries and facilitate their access to available aid in collaboration with the manager.
- Commitment to adhering to safeguarding policies in place.

Programmatic activities

1. Report internally on a weekly basis
2. Maintain accurate and well-organized records / update tracker of beneficiaries.
3. Participate in working groups, meetings, and training related to legal.

Required qualifications and skills

1. Law Degree and a minimum of three years of progressive experience in practicing law, of which at least two years in the field of refugee/migration and human rights law.
2. Lawyers Permission of Work.
3. Excellent knowledge of international Refugee law, Migration law, and Civil and Criminal Law.
4. Strong knowledge of protection and asylum processes
5. Cross Cultural Awareness and flexibility.
6. Computer literate & numerate.
7. Well organized and efficient.
8. Good interpersonal, organizational & communications skills.
9. Native in Greek.
10. Fluent in English (both written and spoken).
11. Good reporting and writing skills.

Desired qualifications and skills

1. Additional languages spoken fluently (e.g., French, German, Arabic, Farsi, etc)
2. Experience with local or international NGOs will be highly desirable.
3. Availability of traveling around the working area.



If you are interested in applying, please fill send your CV and motivation letter to hr@iridacenter.org by **15/07/2023**, mentioning in the email subject “Legal Expert application”.

Only shortlisted candidates will be contacted. Due to the urgency of recruitment, Irida Women’s Center reserves the right to complete the process as soon as a suitable candidate has been identified.

Disclaimer:

Irida Women’s Center is an equal opportunity employer and Partner, that considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, or disability.

Irida Women’s Center operates and enforces policies for Protection from Exploitation and Abuse, Child, and Adult Safeguarding.