

**Individual Contractor (UNOPS ICA-Local [www.unops.org](http://www.unops.org))**

**Title:** Legal Aid Coordinator  
**Lugar:** Mexico City  
**Duration:** August – December 2018  
**Deadline to receive applications:** July 16th, 2018

UNHCR continues to observe an increasing number of asylum claims being submitted by citizens of the Northern Triangle of Northern America in Mexico, including a significant number of people with special protection needs, such as LGBTI persons, unaccompanied and separated children, women at risk and survivors of violence.

Within this context, UNHCR protection activities consist mainly of (i) providing legal and basic material assistance and information to refugees and asylum-seekers, through local partners and ensuring access to a fair and efficient refugee status determination (RSD) procedure, including for those in detention, (ii) promoting livelihoods and local integration and (iii) the delivery of training activities to different governmental staff and civil society organisations on basic principles of International Refugee Law, in particular to the Mexican Refugee Commission (COMAR), Migration officials (INM) and the Child Protection Authorities (Procuradurías).

UNHCR monitors COMAR-led RSD procedures, ensuring the provision of legal aid both in the context of community-based shelters and within detention facilities. UNHCR also aims at facilitating access to and the timely finalization of RSD procedures. UNHCR regularly visits migration detention facilities, informing those detained on their right to seek asylum in Mexico, and seeking to prevent and respond to instances of refoulement as well as promoting alternatives to detention.

The office also works closely with the National Human Rights Commission (CNDH) on diverse issues affecting the human rights of asylum seekers and refugees. With the Mexican Child Protection Authorities (Procuradurías) at the federal, state, and municipal levels, UNHCR works to ensure proper protection responses and the systematic implementation of BID procedures on cases involving unaccompanied asylum seeking and refugee children.

UNHCR also delivers training activities to both government and civil society agencies on a wide range of issues, including on RSD, basic principles of refugee law, child protection and the prevention and response to instances of SGBV.

**Responsibilities:**

In line with the priorities of Mexico's operational context, UNHCR has begun strengthening the capacities of legal aid providers that serve persons of concern along Mexico's migration routes, including lawyers and newly-incorporated paralegals located in community-based shelters throughout the country. Within this context, the Coordinator will be required to:

- Plan, lead, coordinate, and deliver quality, timely and effective training to legal aid providers and paralegals supported by UNHCR around the country
- Develop quality trainings on basic principles of refugee law, with emphasis on the prevention of instances of refoulement and contributing to capacity building efforts to better identify, inform and channel potential asylum-seekers.
- Ensure that trainings reflect the needs of populations of concern, in line with UNHCR's Age, Gender and Diversity approach.
- Advocate for and contribute to advocacy towards proper interpretation of law and doctrine as well as in the development of standards of protection.
- Ensure that protection principles and international law as relevant to persons of concern to UNHCR are promoted
- Monitor and provide feedback and guidance to UNHCR staff and partners dedicated to legal aid, ensuring asylum seekers and refugees receive timely, adequate and professional legal assistance and representation, in particular in the context of RSD procedures.

- Support the creation and functioning of protection and legal networks aimed at ensuring the highest number of asylum seekers have access to legal aid and orientation.

**.Monitoring and Progress Controls:**

- Number of trainings developed for legal aid providers and paralegals
- Number of trainings implemented legal aid providers and paralegals throughout Mexico
- Number of individuals trained in relevant protection topics
- Number of timely and adequate Notes for the File and Mission Reports submitted to the Senior Protection Officer.
- Impact of trainings and comfort of participants with topics covered (measured via administration of pre and post-training evaluations).

**Qualifications and Experience:**

**a) Education**

- University in Law.

**b) Work Experience**

- Five years (5) of relevant work experience

**c) Key Competencies**

- Excellent drafting skills in Spanish; good knowledge of both written and oral English.
- Ability to work in an international multicultural environment, demonstrating flexibility and adaptability in the face of adverse and sometimes urgent situations affecting asylum seekers and refugees;
- Excellent communication skills and the ability to convey complex material in a clear and easy-to-understand manner;
- Demonstrated skills to make good and quick decisions, including under pressure;
- Demonstrated ability to work in stressful, and demanding situations affecting individual cases;
- Demonstrated ability to deliver presentations and training, including in public settings;
- Demonstrated ability of time management, and work organization skills.
- MS Office excellent knowledge and management..

**HOW TO APPLY**

Send your application to [mexmevac@unhcr.org](mailto:mexmevac@unhcr.org) with the following subject:

**YOUR LAST NAME/Leg\_Aid Coord.** Please add your Personal History form (**P.11 new version**) to the application. The form is available at: <http://www.acnur.org/fileadmin/Documentos/Vacantes/2017/P11-English.docm>), CV, together with one page letter stating the reasons for applying to this position.

**Deadline for applications: July 16<sup>th</sup>, 2018**

The selected candidate will be expected to initiate activities in August 2018

**UNHCR is not in a position to provide any support related to work permits in Mexico. Applications from expatriate candidates are welcome, but the applicant must be in possession of a permanent residence card or a valid permit to work in Mexico.**

**NOTE:** Only candidates that have been considered as relevant for the selection process will be contacted. A test and interview will be applied.