



Terms of Reference (ToR)

Job code: HF05011021

Wednesday, 6 October 2021

Job Title: Housing, Land and Property Specialis

Duty station Syria - Afrin

work nature

Full-time

Line Manager: project manager

Duration

4

Months

Number of vacancies required: 1

About Horan Foundation

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May, 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian people. HF operates in different sectors, implementing various projects and programs.

Job Details

Job Summary:

He/she will be responsible for checking the papers and documents of the ownership and lease contracts of the beneficiaries and the owners of the homes to be renovated and to ensure their correctness, safety and conformity to reality and to ensure adherence to Horan Foundation policies, tools, manuals and guidelines.
Implement the HLP aspects of the shelter program in accordance with the action plan
Prepare and develop status reports as required by program management and ensure correct submission of documents. ensuring that the project targets the beneficiaries most in need, exploring and evaluating new and better ways of helping”

Main Responsibilities and Tasks :

- Ensuring that shelter stakeholders - i.e. the Horan Foundation, building owners, tenants and local authorities - understand and agree to enter into shelter rehabilitation agreements and ensure that the Horan Foundation's tenure security rules are implemented and adhered to, and that all documentation relating to these agreements is available prior to implementation Shelter rehabilitation works.
 - Conducting a post-rehabilitation occupancy control to ensure the continuous maintenance of the beneficiaries' possession of the property.
 - Providing legal assistance - ie facilitating negotiation - to the beneficiaries of the rehabilitation of the shelter, so that no disputes arise between them and the owners of the buildings or the local authorities.
 - Assist in identifying other displaced tenants to move into rehabilitated buildings and facilitate their relocation, if existing displaced tenants vacate the rehabilitated property prior to the expiry of the rehabilitation agreement between the establishment and the building owner.
 - Compile up-to-date information on HLP laws, procedures and practices, and obtain relevant legal documents.
- Advocating for the recognition of HLP rights and access to legal documentation for displaced people – particularly security of tenure – when engaging with building owners, local authorities and humanitarian partners
- Conduct regular monitoring and evaluation of HLP rights activities, contribute to monthly progress reports on activities, and highlight any technical or operational successes
 - Any other task related to the position as requested by the line manager.

Qualifications / Technical Skills:

- Bachelor's Degree in Law
- Experience of two years or more in the field of real estate, land and real estate.
- Work experience in the humanitarian field.
- Familiarity with the humanitarian context affecting societies in Syria.
- Proficiency in working with Microsoft Office programs, especially Word, Excel and Outlook.
- Good level of English.
- Experience working in humanitarian organizations is desirable.

Interpersonal, Communication and Coordination Skills:

Excellent negotiation and problem solving skills.

- The ability to deal with a humane work environment full of challenges and constantly evolving, often working under pressure.
- Strong commitment to humanitarian relief and disaster operations.
- Flexibility.”