



Terms of Reference (ToR)

Job code: HF05031021 Thursday, 14 October 2021
Job Title: Lawyer
Duty station: Turke, Sakaryay, Erenler work nature: part time
Line Manager: project officer
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. HF operates in different sectors, implementing various projects and programs.

Job Details

Job Summary:

Horan Foundation HQ- Office is recruiting a full time staff for the support needed for the Protection and social cohesion approach project funded by the GIZ.

Main Responsibilities and Tasks :

- Lawyer will be responsible for developing and conducting legal counseling sessions for Refugees and Asylum Seekers in Turkey under Temporary Protection and International Protection.
- Keeping abreast of national legal and policy changes regarding International Protection in particular, regarding rights to work, housing, property and documentation of Refugees and Asylum Seekers in Turkey under Temporary Protection and International Protection and draft briefs for management.
- Supporting project members, in particular Protection Assistants about disseminating policy changes in relevant legal procedures and in preparing service mappings of protection services being provided by other actors.
- To engage with the refugee community to identify the gaps in knowledge regarding rights and access to services and update legal counseling sessions.
- The Lawyer will be allocating 50% of his time to this program, for 10 months: (From 01/11/2021 until 31/08/2022).
- Part time.

Qualifications / Technical Skills:

- **BA degree in any related fields.**
- **1-2 years previous experience with CBOs/NGOs.**
- **Living in Sakaria.**
- **Strong Training Skills**
- **Strong reporting skills.**
- **Strong Excel and Microsoft skills.**
- **Good English language.**
- **Have the experience in conducting a legal counselling sessions – Mandatory**

Interpersonal, Communication and Coordination Skills:

- **Strong computer skills**
- **Good communication skills.**
- **reliability, positivity, and flexibility**
- **experience in data collection and analysis.**