

## **Terms of Reference**

Protection Claimant Services Legal Caseworker

### **Who we are**

Justice Centre Hong Kong is a non-profit, human-rights organisation working fearlessly to protect the rights of Hong Kong's most vulnerable forced migrants - refugees, other people seeking protection and survivors of human trafficking and forced labour.

### **Purpose of position**

The Protection Claimant Services Caseworker (PCSLC) is responsible for supporting all aspects of Justice Centre Hong Kong's (Justice Centre) protection claimant services programme.

### **Duration**

This is a 6-month full-time volunteer position.

### **Reporting relationships**

The PCSLC reports to the Protection Claimant Services Manager (PCSM).

### **Responsibilities**

- Contribute to Justice Centre's protection claimant services programme by delivering group and individual legal information and assistance services under the supervision of the PCSM;

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- Work with PCSM and the Psychosocial Programme Officer (PPO) in developing and maintaining positive working relationships with NGOs, protection claimant communities, and other stakeholders in relation to Justice Centre's protection claimant services;
- Contribute to Justice Centre's file management and monitoring and evaluation system, including filing and collection, verification, and database entry of claimant data in consultation with the PCSM;
- Contribute to the policy and advocacy work of Justice Centre under the supervision of the PCSM;
- Contribute to maintaining positive working relationships within the staff team and with HKSAR Government, professional bodies, UNHCR, NGOs, and other stakeholders;
- Contribute to developing organisational strategy, networking with strategic partners, fundraising, and whole-of-office initiatives as needed; and
- Perform other duties as assigned by the PCSM and/or Executive Director.

## **Qualifications**

### Essential

- Undergraduate or Post-Graduate Degree in Law.
- Demonstrated excellent analytical, research and presentation skills.
- Demonstrated excellent organizational and communications skills. Fluency in verbal and written English.
- Willingness to learn and develop new skills.
- Ability to work independently whilst being a good team-player.
- Passion for protecting the human rights of the most vulnerable forced migrants.
- Literacy in Word, Power Point, Excel and similar computer programs.

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Desirable

- Qualified to practice law in Hong Kong or a comparable common law jurisdiction.
- Experience in practising refugee and/or other human rights law field.
- Fluency in another language such as Cantonese, French, Arabic, Urdu or Bengali.

**Compensation**

Justice Centre cannot provide funding; however, Justice Centre can act as a sponsor organization for external fellowship/grant programmes.

**To apply**

Please e-mail your statement of interest, CV and a short writing sample (not less than 1000 words) to [angela.chong@justicecentre.org.hk](mailto:angela.chong@justicecentre.org.hk) with the subject line 'PCSLC' no later than **Friday 13 April 2018**.