



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title	:	National Legal Officer (2 positions)
Duty Station	:	Port-au-Prince, Haïti
Classification	:	Special (Grade Equiv. NOA)
Type of Appointment	:	Special, 3 months with possibility of extension
Estimated Start Date	:	As soon as possible
Closing Date	:	Friday, October 2nd, 2015
Reference Code	:	SVN2015/022

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

General Functions:

Under the overall supervision of the Chief of Mission, and the direct supervision of the Project Officer (P2), the successful candidate will be responsible for advisory, liaison and implementation of activities in-country with respect to land/property legal and fiscal matters. The National Legal Officer will be expected to actively support the teams working, in close coordination with UCLBP, on pilot housing approaches including Site and Services as well as urban integration of IDP camps.

The successful candidate will be responsible for the following tasks:

1. Conduct research on legal and legislative texts, in national laws and jurisprudence, as requested;
2. Undertake all required investigative initiatives to clarify land ownership and tenure status, including searching for records, documents and information from notaries, judicial authorities, DGI, CASECs, Mairies and offices of any relevant Government authority in Port-au-Prince;
3. If needed and in coordination with the community mobilization team, request community/neighborhood surveys to obtain information on ownership and tenure of immovable property;
4. Provide inputs to the definition of a sustainable legal framework for the occupancy and/or ownership of land by beneficiary households;

5. Support the definition of fiscal and legal obligations of beneficiary households in line with relevant GoH entities recommendations;
6. Liaise as necessary with relevant Government of Haiti institutions to support the definition and implementation of fiscal and legal parameters for the successful implementation of IOM projects;
7. Contribute to the drafting of all legal and contractual documentation required for the implementation of IOM activities (inter-institutional MoUs, parcel occupancy contracts, etc..) in close coordination with the IOM Office of Legal Affairs;
8. Provide technical guidance to field-based staff, including a field legal assistant and, when needed, support them during beneficiary meetings and consultations;
9. In coordination with the community mobilization team, participate in the community liaison process as needed;
10. Perform any other duties that may be assigned.

Education and Experience:

- Minimum equivalent of a “License en Droit” (Law Degree);
- At least 2 years’ experience of legal practice in Haiti;
- Licensed to practice law in Haiti and take part in Judicial procedures;
- Excellent knowledge of Haitian Civil, Fiscal and Housing Law and functioning of Government housing institutions is required;
- Knowledge of land ownership issues and Human Rights is an advantage;
- Ability to liaise with Government authorities and community leaders, conduct research and obtain information from Governmental and Judicial offices, prepare clear and concise reports and draft contracts;
- Good level of computer literacy, in particular, experience in MS Office specifically Word, Excel and Outlook express;
- Strong written / oral communication and analytical skills writing skills in French;
- Strategic and creative thinking;
- Personal commitment, efficiency, flexibility, drive for results;
- Ability to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds;
- Good knowledge of Microsoft tools (Excel, PPT, Word);
- Excellent inter-personal communication;
- Capacity to work as part of a team, to handle stressful situation and sometimes hostile environments;
- Capacity to respect deadlines;
- Ability to work diplomatically, with empathy and tact. Sensibility to and ability to work with people from different backgrounds are essential skills;
- Good negotiation skills and problem solving skills, good organization and good writing skills.

Languages:

Fluency in French and Creole. Strong knowledge of English.

HOW TO APPLY

Interested candidates should submit a CV with three references and fill out the PHF attached, and a cover letter outlining why they consider themselves a suitable candidate for this position. **As the subject in your e-mail application, kindly state your full name and the IOM vacancy notice's reference code.**

Only qualified candidates should apply and only those who have been short-listed will be contacted. **Applications received after the deadline will not be considered.** Applications should be sent to iomhaitihunit@iom.int.

COMMENT POSTULER

Les candidats intéressés doivent envoyer un CV avec trois références, une lettre de motivation expliquant pourquoi ils considèrent être un bon candidat pour cette position et remplir le formulaire PH en annexe. **L'objet de l'e-mail doit indiquer votre nom complet et le code de référence de l'avis de recrutement de l'OIM.**

Seuls les candidats répondant à ce profil devraient postuler et seuls ceux qui ont été présélectionnés seront contactés. **Les applications reçues après la date limite ne seront pas considérées.** Les dossiers de candidature doivent être envoyés à iomhaitihunit@iom.int.