



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

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## Vacancy Notice

**Position Title:** UNHCR Hired Lawyer  
**Vacancy Number:** IC-22-02  
**Duty Station:** Kerman, Iran  
**Type of Contract:** UNOPS Individual Contractor Agreement

Interested applicants should directly send their Personal History Forms to email address: [irntevac@unhcr.org](mailto:irntevac@unhcr.org) .

For more information, visit:

UNHCR website: <https://www.unhcr.org/ir/unhcr-iran/>

UN website: <https://iran.un.org/en/jobs>

**Closing date: 31 May 2022**

**Please make sure you will mention the Vacancy Number (IC-22-02) in the subject line of your email.**

Shortlisted Candidates may be required to sit for a test and/or Interview.

Applicants who do not submit the Personal History Form; or do not mention the vacancy number at subject line of their emails; or those who apply after the deadline will not be included in the list of applicants.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

## **1. General Background**

The objective of UNHCR's Legal Services Project is to provide legal assistance to refugees in Iran. This is done through the Dispute Settlement Committees (DSCs) and the UNHCR Hired Lawyers (UHLs).

DSCs provide an alternative dispute resolution mechanism for refugees involved in civil disputes with other refugees or with members of the local population. They are composed of four main members: (1) a judge introduced by the Judiciary, (2) a UHL representing UNHCR, (3) a refugee focal point representing the refugee community, and (4) a BAFIA representative.

UHLs were originally contracted to take part in the DSCs and to monitor their activities on behalf of UNHCR. Their role has now been expanded into also providing free legal advice and assistance to Afghan and Iraqi refugees in their offices and/or in UNHCR Offices. UHLs also serve as points of contact with the refugee community and are expected to inform UNHCR of any changes in the situation of the local refugee population, especially from a legal point of view.

## **2. Purpose and Scope of Assignment**

- a) Providing legal advice and assistance to Afghan and Iraqi refugees and asylum seekers living in Iran (hereinafter "the Beneficiaries") in her/his office or in the UNHCR office, if requested;
- b) Upon special written instruction from UNHCR, taking any action on behalf of the Beneficiaries in courts, tribunals or other adjudicatory instances, in order to uphold their rights;
- c) Reporting, in cooperation with the Afghan Refugee Focal Point (ARFP), on the situation of the Beneficiaries in designated province(s) and, if possible, in its neighboring provinces, as far as the implementation of the Iranian authorities' policies with respect to refugees and asylum seekers are concerned;
- d) Reporting to UNHCR on the number, nature, and breakdown of types of cases dealt with in their offices or in the UNHCR office;
- e) Representing UNHCR in Dispute Settlement Committee (DSC) sessions and reporting on the activities of the DSC according to the forms provided by UNHCR;
- f) Participating actively in the discussions of the DSC with the objective of finding amicable solutions for the legal issues raised by refugees to the DSC;
- g) Participating in community-based projects along with UNHCR staff, upon the request of the supervisor, to provide legal services to refugees in urban areas or STLs;
- h) Upon referral of cases in which the court judgment is issued for the deportation of a beneficiary, to urgently act to intervene, when possible, in coordination with the UNHCR Office;
- i) Holding legal awareness raising sessions for refugees, as requested by the UNHCR Office, in coordination with BAFIA.

**The UHL is expected to, inter alia:**

- a) Find the most expeditious way for settling the legal issues of the Beneficiaries, by using all the legal means and ways accessible to her/him and by following up on cases;
- b) Inform Beneficiaries to UNHCR that their legal counselling service is free of charge;
- c) To be familiar with the International Framework for Human Rights;
- d) Actively participate in a network of lawyers dealing with cases of the Beneficiaries, established and supervised by UNHCR;
- e) Refrain from requesting or receiving any payments from the Beneficiaries for the services rendered to them;
- f) Refrain from any conduct that would adversely reflect on UNHCR or the United Nations, and avoid engaging in any activity, which would be incompatible with the aims and objectives of the United Nations or the Mandate of UNHCR, to ensure the protection of the Beneficiaries, by observing the provisions included in the UNHCR Code of Conduct;
- g) Participate in all meetings and gatherings she/he has been invited to by UNHCR, whether for training or for any other purposes;
- h) Share with UNHCR any relevant information related to government policies and legislation;
- i) Provide monthly reports during the first week of every month, as well as annual reports, of his or her activities.
- j) Maintain a good working relationship with legal experts in BAFIA in the AoR, and consistently liaise with them on the legal issues of refugees.
- k) Maintain a good working relationship with the Judiciary, Bar Association and other legal entities, and, in coordination with UNHCR and BAFIA, for the benefit of refugees.
- l) Represent and act in accordance with UNHCR's perspective and position with regard to the issue of women's rights and child protection in the DSCs and other formal meetings.

### **3. Monitoring and Progress Controls**

Monitoring the performance of duties by UHLs is based on reports received from the UHLs themselves. UNHCR will spontaneously pay visits to the UHLs offices to make sure that they are present, and willingly receiving the Beneficiaries during their announced office hours. UNHCR will also randomly contact the clients whose names are provided by UHL, to make sure that the list reflects reality and that the clients have received satisfactory services from the UHL. Moreover, UNHCR will randomly attend DSC sessions to make sure the UHL is an active participant, and is advocating for the rights of the refugee community and the international values promoted by UNHCR.

In case a UHL cannot be present at his/her office or the UNHCR office at the agreed time, the UHL needs to inform UNHCR at minimum 2 weeks in advance. The number of the missed hours need to be completed at the earliest convenient time for the UHL and UNHCR office. The UHL cannot introduce a replacement to

be present at the UNHCR office or his/her office, in his/her absence. If UNHCR becomes aware of an unreported absence of a UHL, it will be considered a breach of contract, and UNHCR will be at liberty to suspend or end the contract with the given UHL.

#### **4. Qualifications and Experience**

**a. Education:**

Bachelor's Degree in Law

**b. Work Experience:**

Three years of experience as a certified member of the Iranian Bar Association

**c. Language Requirements:**

Fluency in English