



## **Opening: Consultant (Paralegal Training and Supervision)**

Asylum Access is an innovative non-profit founded to make refugee rights a reality in Africa, Asia and Latin America. We help refugees assert their fundamental rights using four integrated tools; individualized legal counselling and / or representation, community legal empowerment, policy advocacy and strategic litigation. With offices in Ecuador, Panama, Thailand, Tanzania and Malaysia, we provide direct legal assistance to over 10,000 refugees per year.

Asylum Access Thailand is looking to recruit a Consultant to assist the Legal Team (Protection Unit) in implementing a Community Paralegal Project within our asylum seeker and refugee communities.

Duration: 6 month contract (part time), beginning 30 January 2017.

### **Key responsibilities**

- Develop a community paralegal training program in conjunction with the Protection Team Leader;
- Train ten (10) community paralegals from different asylum seeker communities;
- Provide ongoing support and supervision to the community paralegals in conducting legal clinics in the community, with the support of the Protection Team;
- Monitor and evaluate the project as required by the project donor;
- Produce a best practice handbook for our community-based paralegals working in the refugee community in Thailand;
- Write a final report on the outcomes of the project, as per the donor's requirements.

### **Qualifications:**

- University degree in law or another university degree in a relevant discipline as well as extensive experience running community paralegal programs.
- Experience of setting up or managing a paralegal program, or working with paralegals, in a human rights context would be an advantage.
- Experience leading or managing in the development field, especially in human rights. Experience in refugee rights and / or community protection mechanisms is an advantage.

- Experience in training and supervising staff, particularly from a wide variety of cultures;
- Experience working with international donors and fulfilling project requirements;
- Demonstrated ability to work with people in vulnerable situations, such as trauma survivors and victims of SGBV and victims of crime.
- Fluent English with a high level of written English and experience drafting project documents;
- A positive, pro-active and out-going attitude with the ability to work well in a diverse and multi-cultural office.

**Other information:**

- The position is based in Bangkok and is part time, 3 days per week, for a period of 6 months (the lifetime of the project). Supervision work will take place outside of the office, in the community.
- As a consultant, the successful candidate must ensure they have their own visa and work permit, as well as health insurance. These will not be supplied by AAT.
- Applicants are expected to make their own arrangements for travel if they currently reside outside of Bangkok.
- Consultancy fee will be negotiable depending on experience.

**To apply:**

Candidates interested in the Consultant (Paralegal Training and Supervision) position should submit a CV and cover letter by COB 16 January 2017. Candidates should also state their required monthly consultancy fee (noting that the contract is part-time).

Please send all materials to Khemtida Petchtam, Operations Coordinator, at [khemtida.pethtam@asylumaccess.org](mailto:khemtida.pethtam@asylumaccess.org). Please put “Application for Consultant (Paralegal)” in the subject line.

