

Legal Services Coordinator Needed for Asylum Access Malaysia (AAM)

Asylum Access, an international refugee rights organization, seeks a motivated and passionate legal advocate the position of Legal Services Coordinator based in Kuala Lumpur, Malaysia.

AAM has been at the forefront of the provision of legal services and community legal empowerment to refugees in Malaysia since its launch in October 2014. The Legal Services Coordinator will have the unique opportunity to be part of the only refugee legal aid organization in Malaysia, with rapidly-expanding services, and will be working in the context of a challenging, evolving and fast-paced environment. He/she will play a lead role in growing AAMs legal aid and community legal empowerment programs to reach out to more refugees in one of the largest urban refugee populations in the world.

The ideal applicant will be a lawyer with substantive knowledge of international human rights and refugee law, including client counseling and advocacy, who is able to build relationships and adapt legal strategies to fit new and/or challenging circumstances. The ideal candidate will have experience managing client services, as well as staff and volunteers and will be able to work in a diverse and cross-cultural organization. Experience providing direct legal aid is especially desirable. Fluent professional English is essential.

The Legal Services Coordinator's key responsibilities will include:

- Developing and implementing best practices in legal services to ensure the effective legal representation of refugee clients in the refugee status determination (RSD) process in the UNHCR
- Expanding the CLE program through regular needs assessments with NGO partners and CBOs, supervising desk research, and coordinating and delivering CLE sessions (such as Know Your Options (KYO) workshops) to large refugee community groups.
- Overseeing the legal services program's proper adherence to office protocols and procedures, including organizational database and case maintenance, and client screening
- Identifying and developing unique and innovative legal tactics to assist clients with other legal needs, including assistance to assert rights to movement, work, security, humanitarian aid, education, and social services
- Playing the lead role, in cooperation with other relevant staff, in recruiting, training, and supervision of legal services staff and volunteers
- Working closely with Country Director regarding accurate and timely case record entry and troubleshooting legal services database needs or challenges, and reporting regularly to the Country Director and Headquarters on the scope, nature, quality and challenges of AAM's legal services and community empowerment programs
- Assisting with the completion of monitoring and evaluation tools, including the annual and quarterly reports

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Reporting:

The Legal Services Coordinator will report directly to the AAM Country Director for all work responsibilities and professional development.

Qualifications

Required:

- University degree in law (LL.B., LL.M., J.D., etc), preferably in international law, human rights law or humanitarian law
- Experienced lawyer or legal advocate with at least 2 years of experience in human rights issues, in particular refugee rights
- Intimate understanding of International Refugee Law, including the 1951 Convention and its interpretations.
- Experience supervising legal staff or volunteers
- Comfortable working with and supervising people of different backgrounds and cultures
- Ability to work full-time, in a deadline driven, high-stress environment
- Ability to understand and develop creative responses to a rapidly changing political situation.
- Experience in legal services and community outreach
- Excellent in spoken and written English.
- Enthusiastic about the mission, vision, and approach of Asylum Access

Preferred:

- Familiarity with the UNHCR and its processes
- Experience advising and representing refugees in the RSD process and/or access to rights assistance
- Experience working in diverse cross-cultural environments
- Experience providing services directly to clients and/or working with vulnerable populations
- Experience working within Malaysia; understanding of Malaysian legal and political systems

Salary and benefits:

Asylum Access offers a salary package that is locally competitive and commensurate with the successful applicant's experience and qualifications. The incumbent will also receive health benefits, generous paid time off. If the selected candidate is an international hire, Asylum Access Malaysia will sponsor a foreign candidate's work visa and he/she will provide a modest, one-time relocation stipend.

How to apply:

Applicants should send their CV and letter of interest to aam.hiring@asylumaccess.org with "Legal Services Coordinator/Manager - Malaysia" in the subject line. Applications will be received on a rolling basis until the position is filled, however **priority will be given to candidates who apply by**



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15 February 2016, with a strong preference for candidates who are able to start immediately.
Only candidates selected for interviews will be contacted.

About Us:

Asylum Access is an innovative non-profit founded to make refugee rights a reality in Africa, Asia and Latin America. Asylum Access envisions a world where refugees are seen as people with rights, not just people with needs. Asylum Access believes that by empowering refugees to assert their human rights, we can support the creation of effective, lasting solutions for refugees around the world.

We help refugees assert their fundamental rights using four integrated tools: Individualized legal counsel and/or representation, community legal empowerment, policy advocacy, and strategic litigation. With offices on Ecuador, Thailand and Tanzania, we provided direct legal assistance to over 10,000 refugees last year alone. Asylum Access Malaysia will be Asylum Access's fourth overseas office.

