

## **Innovative Human Rights NGO Seeks National Screening Mechanism (NSM) Legal Officer in Bangkok, Thailand**

### **About Us**

Asylum Access is a leading refugee human rights organization headquartered in Oakland, CA with substantial operations in three countries plus partnerships in additional countries across Africa, Asia, and Latin America. Asylum Access is the only global organization working to make human rights a reality for refugees in first countries of refuge. 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 create effective, lasting solutions for refugees around the world.

Founded in 2007, Asylum Access Thailand (AAT) is a non-governmental organization and forms part of the Asylum Access family. We work to make human rights a reality for refugees and continue to strengthen access to existing protection mechanisms through direct legal assistance, information dissemination and community legal empowerment (CLE) programs for our refugee clients. We believe all refugees deserve a fair chance at a new life. Since most refugees cannot go home and very few are resettled, we find ways to help refugees live safely, move freely, work and attend school while they are in Thailand because when refugees can begin rebuilding their lives, communities thrive.

### **Position Description**

The NSM Legal Officer is a member of the RSD team. S/He will assist the RSD Team Lead in the “Protected Person” status determination process under the Royal Thai Government’s National Screening Mechanism (NSM), refugee status determination cases with UNHCR (RSD) and the Long-Term Legal Solutions project (LTLS). The NSM Officer will also assist the Legal Solutions Manager in the preparation of the team to provide technical support to Thai authorities and act as legal representative of clients under the NSM process.

### **Key Responsibilities**

#### **Case Management:**

- Maintain good working knowledge of guidelines, processes and procedures of international and local refugee status screening mechanisms with special focus on NSM;
- Screen and prioritize clients for “Protected Person” and refugee status claims;

- Provide legal advice to clients on screening procedure of NSM and UNHCR (Group/Individual)
- In collaboration with the RSD Team Lead, train relevant staff and volunteers to conduct regular workshops providing information about NSM/RSD applications and long-term legal solution options to refugees and asylum seekers in the community;
- Provide full legal representation where appropriate for NSM/RSD and LTLS. Functions related to representation of NSM/RSD/LTLS cases include (but are not limited to) the following:
  - Preparation of written statements
  - Assisting in the drafting of legal arguments/submissions
  - Obtaining documents to support client cases such as witness statements, medical reports, etc.
  - Preparation of clients for NSM/RSD/LTLS interviews
  - Follow-up on the status of client cases with the Thai authorities / the UNHCR
- Undertake country of origin research to support individual claims as well as for general organizational research purposes; maintain knowledge of current political and social situation in the countries of origin of AAT's clients;
- Identify cases appropriate for special consideration by UNHCR and draft such requests to be submitted by weekly correspondence to UNHCR;
- Undertake comprehensive case management practices, including maintaining database records and keeping detailed notes of all case work activities;
- Adhere to the Nairobi Code of Ethics, AAT Code of Conduct, policies, and manuals.

#### VLA (Volunteer Legal Assistant) Support:

- Contribute to supervision of VLAs on the Legal team in their work by providing advice and expertise in case management. Support LSM in reviewing VLA written submissions and workload, and conducting on-going training (noting that the LSM has final responsibility for reviewing and approving all written submissions to UNHCR/Thai authorities.

#### Relationship Building and Networking:

- Support the RSD Team Lead in advocacy with UNHCR regarding the RSD/RST process;
- Support the Legal Solutions Manager in advocacy with Thai government regarding NSM and other relevant policies.
- Build and maintain relationships with staff and operational partners to ensure the smooth running of the project;
- Build and maintain strong relationships with asylum seeker and refugee communities in Bangkok;

### Advocacy Support:

- Support Legal Solutions Manager and Executive Director in policy advocacy with focuses on refugee screening mechanisms, international human rights mechanisms and other relevant international policy on refugees
- Support Policy Advocacy Team as appropriate in the development of training modules for the Government Officials with focus on refugee screening mechanisms
- Any other responsibilities as assigned by the supervisor.

### Minimum Qualifications

- Bachelor's degree in law;
- Extensive experience in development fields, especially in human rights. Refugee rights knowledge is an advantage;
- A minimum of 2 years experience working in human rights or refugee related fields.
- Previous experience working with paralegals or community protection mechanisms is a plus.
- A positive, proactive and out-going attitude with the ability to work well in a diverse and multicultural office.
- Fluent in Thai (oral and written);
- Fluent in English (oral and written). Must have writing skills in drafting legal documents;
- Intermediate working knowledge of Google Suite (Gmail, Sheets, Docs, Calendar) and MS Office.

### Preferred Qualifications

- Experience in working with people from a wide variety of cultures and with interpreters;
- Experience working in projects financed by 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.

### Hours and Location of Work

The NSM Legal Officer is a full-time position based in our offices in Bangkok, Thailand. Candidates should be aware that some flexibility regarding working hours is required in order to take off hours calls and meetings with international colleagues.

### Compensation

Position comes with a competitive nonprofit salary, and a robust benefits package. The salary is 35,000 THB.

### Application Instructions

Send your resume, cover letter and a concise writing sample with the subject line “**AAT NSM Legal Officer**” to [apply@asylumaccess.org](mailto:apply@asylumaccess.org). In your cover letter, please describe your reasons for applying, relevant qualifications, and how you learned about the position.

Only short-listed candidates will be contacted for an interview.

*Asylum Access is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. For more information about our organization, visit [www.asylumaccess.org](http://www.asylumaccess.org)*