

LEGAL AID SERVICE TEAM DESCRIPTION

SCOPE OF WORK

The legal aid team supports the beneficiaries, providing individual counselling and representation through the asylum procedure in Greece. The team of lawyers (two in each camp at Diavata and Katsikas and one in Doliana and Filippiada) will be providing a holistic legal support for each case by monitoring and by multiple interviews with the beneficiaries, offering information about their rights and obligations, supporting the procedure of the registration of their application of international protection, accompanying the beneficiary through the interview to the competent Regional Asylum Office. Moreover, the legal service will support the cases before the Committee of Appeals, in the second instance by drafting appeals and memorandums and before the Administrative Courts drafting annulment actions and providing legal representation. In the same scope, the legal aid service monitors the procedures of issuing residence permit and travel documents. The legal aid service handles also cases of family reunification through the Greek Embassies under the Presidential Degree 131/2006.

The legal aid service team provides also support before the Police Services. To be more specific, lawyers will assist on renewing the police notes of the beneficiaries, who have not yet been registered to the Asylum Service.

The legal aid service team will handle cases under the Dublin III Regulation, mostly of family reunification until their final transportation to the EU member State and has assisted in several relocation cases, as well. Moreover, there is support on issuing visas for family members reaching Greece via Embassies.

Furthermore, the legal aid service team will handle civil and penal cases from the sites, providing legal counseling and representation before court upon assessment and in direct consultation with Legal Aid Mobile Team of DRC.

Additionally, the legal aid service will be in charge of handling vulnerable cases such as SGBV cases in cooperation with social workers, providing advisory and legal representation. The legal aid service team will handle cases supporting and representing separated minors of the general population through the asylum procedure and any other legal procedure concerns them.

Furthermore, the legal aid service team will be attending meetings and round tables on the asylum issues and collaborate with colleagues from other stakeholders, NGOs and state actors via referrals and drafting reports. They will participate in working groups with other actors drafting advocacy reports and Q&A tools.

In collaboration with the social service team the legal aid service team will be providing support through accompaniment to the administrative procedures, such as issuing bank accounts for the beneficiaries, birth registrations and name giving for the newborns of the site at the Public Registry office of the Municipality, issuing Tax Identification Numbers from the Tax Services, Social Security Numbers (AMKA) from the KEP (Citizen Service Centers) and registration to Manpower Employment Organization (OAED), issuing unemployment cards.

In the integration scope, the legal aid service provides advisory for their social and civil rights, specifically for their labor issues and provides legal representation in labor cases.

TYPE OF EMPLOYMENT: consultant/service contract

LOCATIONS

The legal aid service team will work as a part of the protection team in four ASB camps and will be composed out of:

- Two Lawyers/Legal Advisors in Diavata open accommodation facility
- Two Lawyers/Legal Advisors in Katsikas open accommodation facility
- One Lawyer/Legal Advisor in Doliana open accommodation facility
- One Lawyer/Legal Advisor in Filippiada open accommodation facility

WORKING HOURS: up to 30 hours per week/per

MINIMUM REQUIREMENTS: Practicing lawyers (independent contractors or Law firms) with at least one year experience in providing legal services to migrants and/or asylum seekers in Greece. Previous experience in Diavata, Karsikas, Doliana or Filippiada will be considered as an asset.

HOW TO APPLY

Prospective independent contractors or Law firms should apply by submitting the following documentation:

- submit their CV and Cover Letter in English to the following address: hr@asb.gr clearly stating the "LAW" on the subject field.
- Individual CV or company profile (for Law firms)
- Financial offer
- The deadline for application submission is **February 15th 2019** at 23:59 hrs.
- By applying to this Advertisement, the applicant concedes that ASB Greece will manage any data provided by her/ him until the end of this process and only.
- If the applicant wishes for the data to be kept for a period of 6 months, in order to be included in other similar recruitment process, should be clearly stated in the application email by copying the exact following:

" I concede and allow ASB Greece to keep the documents/ files and data included in them, for a period of 6 months, starting from the date of dispatch, and in order to be used only for the purpose of further recruitment that I might be suitable. I have the right to recall this consent at any point, by sending a written application in the form of e-mail to hr@asb.gr ".