**Application Pack – Legal Officer**

Justice Centre is a non-profit organisation that provides legal and social services to refugees, asylum seekers and other displaced people in Hong Kong SAR. We work to support the vision of Hong Kong SAR as a welcoming and inclusive society.

We provide free specialist legal help to people experiencing forced displacement, while offering tailored welfare and psychosocial support to those affected by trauma and destitution. Through strategic casework, research, training and technical assistance and community initiatives, we work to ensure that even the most marginalised members of Hong Kong society have equitable access to essential services and a voice in our society.

At Justice Centre Hong Kong, we strive to foster community engagement and promote the active participation of refugees in Hong Kong society. Our commitment extends to creating a safe and inclusive working environment that reflects the diversity of the communities we serve. We strongly encourage candidates with personal experiences of forced migration, individuals from minority ethnic backgrounds, those who identify as LGBTQ+, and individuals with disabilities and neuro-diversity to apply. To learn more about Justice Centre and our mission, please visit our website at [www.justicecentre.org.hk](http://www.justicecentre.org.hk).

Please find enclosed:

1. The job description and person specification;
2. A guide to completing the Application Form and Statement of Interest;
3. The Application Form.

To assist us in processing your application for the role, please email the following to jobs@justicecentre.org.hk with the subject line ‘Legal Officer’.

1. A completed **Application Form**; and
2. Your **CV**;
3. Your **Statement of Interest**;
4. **Two writing samples** (academic or professional; each over 500 words).

The closing date for applications is **6 April 2025**. Applications will be accepted on a rolling basis.

Justice Centre is committed to ensuring the safety and well-being of all clients, volunteers, consultants, contractors, and visitors, and has a zero-tolerance policy towards child abuse, and sexual harassment and exploitation of any kind. Where appropriate we will require the successful applicant to undertake a police background check.

Thank you for your interest in the post, and we look forward to receiving your application. Due to the high volume of applications, only shortlisted candidates will be contacted.

The information requested will be used only for the purpose of assessing your suitability for the role advertised. Justice Centre will hold the information you share in accordance with our privacy policy, available here: <https://www.justicecentre.org.hk/privacy-policy/>

**Job Description and Person Specification**

|  |  |
| --- | --- |
| Job title | Legal Officer |
| Service | Legal |
| Reporting to | Legal Services Manager |
| Salary | $21,690 – $34,200/month, commensurate with experience. |
| Work pattern | Full time, Monday – Friday, 9:30 am – 6pm (part time may be considered) |
| Duration | 1 year |

**Purpose of position**

The Legal Officer works under the supervision of the Legal Services Manager and Head of Programmes to ensure the highest standard of legal services are provided to our clients. You will benefit from this opportunity to gain experience of client facing legal work under close supervision from our expert team of internationally qualified refugee lawyers, and alongside social welfare caseworkers and external mental health experts. You will have the chance to learn more about and from refugees in Hong Kong, and to contribute to rewarding work assisting vulnerable migrants including refugees and asylum seekers in Hong Kong.

**Responsibilities**

* Manage a caseload of client matters and provide appropriate and high-quality legal support to clients undergoing the Unified Screening Mechanism and related legal aid and judicial review applications;
* Prepare intake assessments;
* Conduct client interviews;
* Conduct legal and factual (including country of origin) research, and write interview and research-based reports and liaise with country condition, medical, psychological, or other experts;
* Scope, supervise and review written legal work prepared by pro bono partners, students, fellows and volunteers, provide detailed feedback and coach team members to continually improve the quality of work product;
* Provide information and support to clients both in the office, and off-site, which may entail building and managing effective working relationships with partner organisations;
* Arrange internal and external appointments, including coordinating schedules, reserving office space, and confirming appointments with all attendees;
* Liaise with interpreters, attend to interpreter matters, and keep an up-to-date records of interpreter details;
* Input, upkeep and coordinate data collection, entry, verification, monitoring and  evaluation, ensuring legal and file management systems are accurate and up to date;
* Coordinate and assist with events, including managing materials, guest lists, venues, catering, and pre- and post-event evaluations;
* Ensure the organisation and tidiness of office;
* Undertake other administrative and organisational tasks, such as taking minutes, scanning, filing, and document management;
* Develop legal resources for staff, pro bono partners, students, fellows and volunteers, including templates, training guides and legal information;
* Prepare, develop and deliver presentations and training to clients, partner organisations, pro bono lawyers, and others;
* Contribute to maintaining positive working relationships with internal staff and with HKSAR government, professional bodies, UNHCR, NGOs and other stakeholders;
* Keep up to date with legal and social welfare services available to clients, identify potential new services, and contribute to building the profile of Justice Centre;
* Work in partnership with our Outreach team to maximise impact of our work and increase the scope for our clients to effectively contribute to the delivery of our legal services;
* Attend all relevant staff meetings;
* Comply with Justice Centre’s policies and procedures, and treat everyone with respect, dignity and fairness; and
* Perform other tasks as required for the support of the delivery of Legal Services, as requested by the Legal Services Manager.

**Requirements**

Essential

* Qualified lawyer or accredited caseworker, in any jurisdiction (holder of a university degree in law or law conversion (LLB, LLM, JD or GDL) with industry experience may be considered);
* Multicultural sensitivity and ability to work with people from diverse backgrounds and across varying language barriers;
* Good knowledge of domestic and/or international laws, processes and policies relating to refugees, asylum seekers and other forced migrants, and their application in practice, including judicial review;
* Demonstrable commitment to upholding the principle of equal opportunities, and interest in issues related to refugees, asylum seekers and other forced migrants;
* Fluency in verbal and written English, and ability to present complex information using simple and accessible language;
* Highly self-motivated, with demonstrable organisational skills, and ability to work independently and under pressure;
* Team-player with excellent interpersonal skills;
* Experience of mentoring students, volunteers and/or staff;
* Literacy in basic data entry, case management systems, Microsoft Office and Outlook; and
* Legal right to work in Hong Kong.

Desirable

* Direct experience of forced displacement, or understanding of the challenges faced by refugees, asylum seekers and other forced migrants, including legal, mental health and social welfare issues;
* Professional experience of working with vulnerable and young people who may be traumatised or distressed;
* Experience of delivering training to legal and non-legal practitioners;
* Experience of relevant legal casework- handling matters relating to refugees, asylum seekers and other forced migrants, within relevant international and/or domestic legal frameworks;
* Experience of case-management or equivalent data gathering systems;
* Experience of NGO service delivery and/or working with community organisations;
* Experience of judicial review proceedings;
* Ability to promote our work to a wide variety of external stakeholders, potential partners and community organisations;
* Fluency in Cantonese; and
* Fluency in another language such as French, Arabic, Somali, Urdu, Hindi, Sinhala or Bengali would be a considerable asset.

**Benefits**

* Access to in depth training and supervision from internationally qualified lawyers;
* Access to external professional development opportunities within the refugee response and forced displacement sector;
* Flexible working hours; and
* Generous leave policy.

**Guidance Notes**

To assist us in processing your application for the role, please email the following to jobs@justicecentre.org.hk with the subject line ‘Legal Officer’.

1. A completed **Application Form;**
2. Your **CV**;
3. Your **Statement of Interest**; and
4. **Two writing samples** (academic or professional; each over 500 words).

Please read these notes carefully. They have been written to help you submit the best possible application. The decision to shortlist candidates will be based on the information provided in your Application Form and supporting documents.

1. The job description and person specification outline the type of work you will be expected to undertake, and describe the skills, knowledge, and experience which are required for the role. Carefully examine the essential and desirable requirements of the person specification and provide examples in your CV and Statement of Interest to demonstrate your suitability.
2. In your Statement of Interest, explain what motivates you to apply for the role and why you are interested in working for Justice Centre. Highlight any specific experiences, skills and competencies which directly relate to the role, making sure that you address the essential criteria highlighted in the person specification. Outline how you envision contributing to Justice Centre as a Legal Officer, and what unique perspectives or ideas you can bring to the team.
3. Do not forget skills and experience that you have gained outside full-time work.
4. If you have been out of paid employment for any period, recent responsibilities or experiences may be more relevant than your job history.
5. Write out your Statement of Interest in a concise, well-organised and positive way.
6. Please limit your Statement of Interest to a total of 1,000 words.

**Application Form for the Post of Legal Officer**

**References**

Please provide the details of two referees. One should be your current employer (if any), and it would be preferable if the other were to be someone else who has known you in an academic or professional capacity.

|  |  |
| --- | --- |
| Full name | Click or tap here to enter text. |
| Company / Organisation  | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Relationship | Click or tap here to enter text. |

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| Position | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Relationship | Click or tap here to enter text. |

**Right to work**

Do you need a visa to reside in Hong Kong? If yes, what type of visa are you currently on? (Please note we will require a copy of your visa should you be shortlisted for an interview.)

[ ]  No, I do not need a visa

[ ]  Yes, I currently have the following visa (type): Click or tap here to enter text. This expires on (date): Click or tap to enter a date.

**Date of availability to take up the position**

If successful, what is the earliest available date you would be able to start with Justice Centre Hong Kong?

[ ]  Immediately

Click or tap to enter a date.

**Declaration**

I certify that the information given on this form is correct to the best of my knowledge. I consent to Justice Centre Hong Kong checking any of this information. I consent to Justice Centre Hong Kong contacting the referees I have put forward if I am offered the post.

Signed: Click or tap here to enter text.

Printed Name: Click or tap here to enter text.

Date: Click or tap to enter a date.

*For our Privacy Policy Statement, please visit* [*https://www.justicecentre.org.hk/privacy-policy*](https://www.justicecentre.org.hk/privacy-policy)