

Position Title: Legal Advisor

Organization: Charity Fund “Voice of Generations”

Duty Station: Odesa or Mykolaiv

Reports to: Program Manager

Contract Duration: 6 months (with possible extension based on performance and funding)

Position Summary:

The Legal Advisor will provide direct legal support to conflict-affected individuals, including internally displaced persons (IDPs), elderly, persons with disabilities, and vulnerable families in Odesa, Mykolaiv, and Kherson oblasts. The advisor will offer legal consultations on Housing, Land and Property (HLP) rights, tenancy issues, social entitlements, documentation, and other civil matters. The Legal Advisor will play a key role in improving access to justice for at-risk populations and contribute to the broader protection objectives of the project by offering guidance, documentation support, and mediation services. The Legal Advisor will also be mobile, actively participating in project outreach activities to expand the project's reach and ensure that beneficiaries in hard-to-reach and underserved areas have access to legal support and protection services.

Key Responsibilities:

Legal Support and Consultations:

- Provide individual legal consultations and on-site counseling in project centers and outreach locations.
- Advise beneficiaries on HLP-related matters, such as tenancy rights, property restitution, ownership documentation, and prevention of eviction.
- Assist clients with legal procedures, filling out legal forms, and understanding administrative processes.
- Provide guidance on accessing state entitlements and legal aid mechanisms, especially for people with disabilities or marginalized groups.

Case Management

- Identify individual legal protection needs and integrate legal support into broader case management plans.
- Collaborate with Protection Officers, PSS staff, and other service providers to ensure coordinated and timely assistance to vulnerable individuals.

- Ensure that individuals whose legal needs are connected to broader protection concerns (e.g., woman, child, PwDs, elderlies protection, mental health, or housing issues) are actively supported through case management, including direct coordination with relevant specialized service providers to secure appropriate solutions
- Follow up on individual cases to monitor progress, outcomes, and client satisfaction, ensuring accountability and continuity of care.
- Participate in regular case review meetings to support coordinated decision-making and uphold protection standards.

Mediation and Advocacy:

- Mediate disputes between landlords and tenants to help prevent forced evictions.
- Support beneficiaries in navigating local legal and administrative systems, including representation in meetings with local authorities if required.
- Coordinate with legal aid networks and civil society organizations to ensure referral pathways are available for complex legal needs.

Documentation and Reporting:

- Maintain confidential, accurate records of legal cases and consultations, following data protection principles.
- Prepare legal summaries and reports for inclusion in donor reporting and internal monitoring.
- Contribute to the development of legal awareness materials and guidance documents for community use.

Coordination and Outreach:

- Work closely with Protection Officers and PSS Specialists to ensure a holistic case management approach.
- Participate in coordination meetings with municipal authorities, legal aid providers, and protection stakeholders.
- Conduct legal awareness sessions or group information sessions for beneficiaries when appropriate.

Qualifications and Experience:

- Law degree from a recognized university; membership in the Bar Association of Ukraine is a strong asset.
- Minimum 1 year of professional experience in legal aid, human rights, or HLP-related work, preferably in humanitarian or civil society contexts.
- Demonstrated understanding of housing, property, and civil rights in Ukraine.

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- Experience working with vulnerable populations, including IDPs, women, elderly, and people with disabilities.
 - Excellent communication, negotiation, and interpersonal skills.
 - Ability to maintain neutrality, confidentiality, and respect for client dignity.
 - Fluency in Ukrainian required; English proficiency preferred.