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| Call For Proposal | Legal Counsel |
| Location/department | MEED Office Damascus, Syria |
| Submission Date | March 05, 2026 |
| Background | <p>Mission East is a Danish international relief and development organization working in crisis-affected countries in the former Soviet Union, the Middle East, Asia and Africa. Founded in 1991 we deliver emergency relief during disasters as well as long-term development assistance. Mission East works to support vulnerable people and help local communities lift themselves out of poverty and marginalization. We work directly with our beneficiaries or through local and international partners. We constantly strive to strengthen the relevance, effect and sustainability of our programs. More information on Mission East can be found at: https://missioneast.org</p> <p>Mission East, a non-profit organization registered in Syria, has been engaged in humanitarian and development work across Syria through partners since 2019. To date, these interventions have centred around food security, livelihood recovery, protection, and emergency response. Mission East obtained independent registration in Syria in 2022 and has since set up an office in Damascus.</p> |
| Overall Responsibility | The Legal Counsel will provide legal services to Mission East, to ensure that the organization remains in full compliance with the applicable Syrian laws. The role supports Mission East in liaising with various line Ministries, namely with the Ministry of Foreign Affairs for purposes such as renewal of registration, memorandum of understanding, project card approvals, field visit approvals and visa application for international staff and visitors. In addition, the Legal Counsel will represent Mission East in legal matters and liaise with authorities in the interest of Mission East. |
| Main duties and responsibilities | <ul style="list-style-type: none"> • Provide timely legal advice on operational, administrative, contractual, and regulatory matters. • Ensure compliance with Syrian legal requirements, including registration, reporting, tax and social security, and governmental approvals. • Identify, assess, and mitigate legal risks related to program activities, partnerships, procurement, and human resources. • Represent the organization and liaise with relevant line ministries, particularly the Ministry of Foreign Affairs, to facilitate registration renewals, memoranda of understanding, project card approvals, field visit permissions, and visa applications for international staff and visitors. • Review, draft, and negotiate contracts, agreements, and other legal documents. • Advise on labor law matters, internal policies, governance issues, and risk management. • Monitor changes in relevant legislation and provide guidance on their implications for the organization. • Represent Mission East in courts if and when required. |
| Qualification and Experience | <ul style="list-style-type: none"> • Law degree from a recognized institution withing Syria. • Member of the Syrian Bar Association preferred. • Minimum of 5 years of relevant legal experience, preferably within the humanitarian sector. • Strong knowledge of Syrian legal and regulatory frameworks. • Excellent communication, negotiation, and analytical skills. • High level of integrity, discretion, and professionalism. |



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| Technical Proposal to be submitted | <ul style="list-style-type: none">• Cover letter – brief introduction outlining understanding of the assignment and suitability.• Demonstration of experience and knowledge of: Syrian legal frameworks affecting INGOs; Registration and MoU processes; Visa and residency approvals; Labor and contract law in Syria.• Methodology of the service, explaining how the counsel will provide the ongoing advisory support, handle urgent matters, monitor legal changes, and represent Mission East before authorities.• Relevant experience with INGOs or international organizations, government liaison at the ministerial level, drafting and reviewing MOUs and contracts.• Required supporting documents: CV including academic qualifications, law degree, proof of Syria Bar Association Registration, company and tax registrations if relevant.• References: At least 3 professional reference letters, preferably from NGOs or international organizations in Syria. The most recent reference is preferred. |
| Financial Proposal | <ul style="list-style-type: none">• Fees structures, outlining the monthly retainer fees, hourly rates, and case-based fees.• Any additional fees expected• Payment terms |
| How to Apply | <ul style="list-style-type: none">• BambooHR |