

Dowladda Puntland Somaaliya Wasaaradda Caddaalada, Arrimaha Diinta, iyo Dhaqancelinta Xafiiska Wasiirka		ولاية بونتلاند الصومال وزارة العدل والشؤون الدينية والتأهيل مكتب الوزير
Ref: WCADDH/ 158/2017	Puntland State of Somalia Ministry of Justice, Religious Affairs, and Rehabilitation Office of the Minister GAROWE	Date:23/10/2017

Vacancy Announcement: Technical Advisor
Ministry of Justice, Religious Affairs and Rehabilitation, Puntland State of Somalia

Duty Station: Garowe
Duration of contract: 2 months with a possibility of extension
Starting date: 5th November 2017

Terms of Reference for the Technical Advisor to the
Ministry of Justice, Religious Affairs and Rehabilitation

- I. The Technical Advisor to the Ministry of Justice, Religious Affairs and Rehabilitation (MOJRAR) will undertake the following duties:
 - Supervise the assistant Technical Advisor;
 - Prepare quarterly reports and provide updates on MOJRAR activities in relation to the justice sector;
 - Strengthening corporate management and administrative capacity within the MOJRAR, focusing on justice sector planning, budgeting and monitoring; financial management and procurement; human resources management and development;
 - Develop close professional relationships with MOJRAR officials, prosecutors, other legal professionals, NGOs, United Nations and civil society representatives, to facilitate joint efforts on legal and judicial system reform initiatives and to support their work;
 - Support the development and reform of the legal and judicial system. Undertake assessments and making recommendations for sustainable improvements; design, proposes and implement projects to address key needs related to the administration of justice;
 - Manage, guide, develop and train staff under her/his supervision, including fostering a culture within the unit of respect of national counterparts and involvement of local actors in judicial and legal system initiatives;
 - Promote teamwork and communication among staff in the unit and across organizational boundaries;
 - Develop policy structures and operating procedure to improve the functionality of the ministry including mission statements; code of conduct; standard operating procedure; work place policies; annual work plan; project plans and proposals; recruitment policies; terms of reference for MOJRAR staff, DG and units; procurement policies; organograms and other policies required;
 - Provide advice and opinions to the MOJRAR on legal and policy issues as requested;
 - Support the Ministry of Justice to organize monthly justice coordination meetings in Garowe, including all national and international stakeholders working in the justice and correction sector in Puntland;

- Facilitate communication between the MOJRAR, Puntland Judiciary, and Office of the Attorney General, correctional services and UNDP on issues affecting justice sector. This includes acting as a focal point for communication between the agencies in relation to organizing meetings, conferences, seminars, training programmes and other activities as required.
- Organize national and regional conferences, seminars, and organizing broad base participation of the community and public panels to discuss justice strategy for Puntland and human right issues.
- Prepare monthly work-plan and written reports to be submitted to UNDP on MOJRAR activities and achievements in relation to the administration of justice sector;
- Assist the MOJRAR to prepare financial and progress reports for Letters of Agreement, institutional contracts and other relevant agreements signed between UNDP and the MOJRAR on justice sector issues;
- Provide on job training for MOJRAR staff in collaboration with the technical Advisor Assistant.
- Organize on job training for MOJRAR staff; and,
- Other duties as requested by the MOJRAR and UNDP staff.

Qualification

2. The Technical Advisor must have the following qualifications.
 - University degree in law; demonstrated understanding of international human rights law as it relates to institutional development;
 - Minimum 5-10 years' experience of working in a senior management role within Government Legal Office with direct experience in development of policy related to the administration of justice and legal aid;
 - Proven ability to communicate skills and experience to others as a trainer, advisor, and/or consultant;
 - High level accomplishment in undertaking management and administration functions, including planning and budgeting, financial management and human resource management;
 - Strong interpersonal communication skills;
 - Excellent report writing and presentation skills;
 - Strong oral and written communication skills;
 - Excellent written and spoken Somali and English;
 - Computer proficiency, including working knowledge of electronic mail; and,
 - Demonstrates integrity and fairness.
3. The Technical Advisor will work under the supervision of the MOJRAR, with the technical assistance by UNDP Rule of Law Team, Garowe.
4. Working hours are 7.30am- 2.30pm, 6 days per week. The incumbent will be expected to work whenever requested.

Application procedures

All qualified candidates are required to send their applications by the **31st of October** via mojrapuntland@gmail.com with the title as the subject of the email. Kindly note that **only email** applications will be considered.

Please note that only shortlisted candidates will be contacted.