

Dowlad Goboleedka Hirshabelle

Wasaaradda Cadaaladda , Garsoorka &

Arimaha Diinta Owqaafta

Xafiiska Wasiirka



دولة هرشيبيلى الصومالية
وزارة العدل والشؤون الدينية
والأوقاف
مكتب الوزير

Hirshabelle State of Somalia

Ministry of Justice & Religious Affairs

Office of the Minister

Ref: MOJR/HS/VAC04/07/2017

Date: /05/07/2017

SPECIAL VACANCY NOTICE

Position: Technical Coordinator

Vacancy Number: MOJR/HS/VAC03/07/2017

Type of Appointment: Short term, (6) months with possibility of extension

Estimated start date: As soon as possible

Closing date: 12th July 2017

Duties and Responsibilities

Under the direct supervision of the Minister of Justice (or anyone he may delegate to), the Technical Coordinator will perform the following duties:

1. Supervise and coordinate and report against the operation of Mobile Courts.
2. Form Mobile Court teams in Hirshabelle State and a special team to handle State cases in member states in consultation with all relevant stakeholders including the Ministry of Justice and Legal Aid Providers. The teams shall include judges and clerks, prosecutors, and legal aid lawyers. The composition of each Mobile Court team should be one judge for ordinary criminal and civil cases, a panel of 2 judges for assize cases and cases in front of the Ministry of Justice, one prosecutor, one legal aid lawyer and registrar.

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3. Prepare a plan to prioritize cases relating to women and children for hearing at the Mobile Court.
4. Combine awareness sessions with Mobile Courts in the target areas prior to Mobile Courts' hearings and explain to citizens how they can file a case with the Mobile courts.
5. Prepare and share with UNDP and other relevant stakeholders a timetable and a monthly work-plan with detailed budget for the Mobile Courts indicating travel dates and all necessary details.
6. Maintain properly organized case files and records for all cases registered and processed by Mobile Courts.
7. Facilitate for UNDP and all interested parties to observe random hearings of Mobile Court sessions.
8. Hold all cases publicly and in accordance with the Constitution and international standards of fair trial.
9. Make prior public announcements on upcoming Mobile Courts sessions and ensure information reaches target locations in advance of missions.
10. Establish referral mechanisms to ensure local community representatives are aware of how to contact judicial representatives in advance of Mobile Court visits.
11. Compile and share monthly narrative report with UNDP on Mobile Court activities including the cases undertaken and the trials conducted. Reports should also include (a) the names and profile of legal aid clients; (b) the facts of the case for which they are standing trial and the stage of the legal proceeding; (c) a certified copy of the interlocutory and final judgment of the court where appropriate; (d) any follow-up required and recommendations for future interventions.
12. Prepare quarterly financial reports on Mobile Court operations substantiating the use of the provided funds with supporting documents.

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13. Develop a work-plan for the implementation of the Letter of Agreement (LOA) between UNDP and the Ministry of Justice in close coordination with all relevant people in the Ministry of Justice and UNDP Rule of Law Project.
14. Develop an M&E plan for the monitoring and evaluation of the activities under the Letter of agreement between the Ministry of Justice and UNDP in close coordination with all relevant people in the Ministry of Justice and UNDP Rule of Law Project.
15. Develop a simple reporting format for capturing progress against agreed deliverables to be used and quality narrative reports using this format.
16. Ensure timely preparation and submission of monthly, quarterly, annually and ad hoc narrative reports on UNDP support to Ministry of Justice and religious affairs of Hirshabelle.
17. Monitor progress of agreement implementation both technical and financial through close collaboration with all relevant people including the leadership of the Ministry of Justice , the admin and finance unit of the Ministry of Justice , staff supported under the LOA and UNDP Rule of Law Project.
18. Track and analyze progress towards agreed outputs and activities as per the agreement with UNDP including regular monitoring of the delivery of consultants/advisors and graduate interns.
19. Highlight risks and challenges that may hinder/delay implementation, and provide recommendations to address those risks and challenges.
20. Serve as the focal point for the Ministry of Justice 's collaboration with UNDP and specifically for the letters of agreement and other support.
21. Ensure all data collected and reported are dis-aggregated by sex.
22. Lead and coordinate the preparation, review and finalization of project proposals, and concept notes as required by the Minister of Justice .

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23. Ensure that gender issues are addressed in all documents and included in trainings and training materials.
24. Ensure the organization and conducting of meetings/workshops/trainings by the MINISTRY OF JUSTICE and RELIGIOUS AFFAIRS.
25. Preparation of quality meeting minutes and training/workshop reports.
26. Document lessons learnt and best practices for use in future support on a monthly basis.
27. Be responsible for managing the financial and administrative aspects of the agreement that the Ministry of Justice AND Religious affairs has with UNDP as well as other related duties assigned by the Director General.
28. Be responsible for producing financial reports on the implementation of the agreement with UNDP.
29. Be responsible for managing the financial aspects of meetings, workshops and trainings.
30. Be responsible for carrying recruitment and procurement activities in line with Somalia National Systems policies and international standards

Competencies

- Demonstrates integrity, impartiality, fairness, honesty and truthfulness in daily activities and behaviors.
- Demonstrates strong oral and written communication skills.
- Leads teams effectively and shows mentoring as well as conflict resolutions skills.
- Demonstrates ability to share knowledge, mentor and coach people so as to transfer skills.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.

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- Consistently approaches work with energy and a positive, constructive attitude.
 - Demonstrates openness to change and ability to manage complexities.
 - Understanding of gender issues highly desirable.
 - Demonstrates competence on promoting gender transformation in institutional culture and practices

Required Qualifications

- Advanced university degree in law, public administration, or equivalent from a recognized university.
- At least 10-15 years of work/professional experience in the field of law or judiciary
- Strong experience in operating Mobile Courts.
- Fluency in English and Somali is required.

Position duration and location

- The position is based on Hirshabelle
- Initially it will run for 6 months from July 2017 to 30th December 2017, and may be renewed

APPLICATION DOCUMENTS:

- Applicants for the Graduate Internship Opportunities MUST submit/send ALL of the following documents:
- CV and cover letter indicating the vacancy notice ref number (MOJR/HS/VAC03/07/2017) with three professional referees and their contacts
- Certified copy of the official university certificate and record of results.
- Valid secondary certificate.
- Cover page providing why the candidate should be selected and meets the selection criteria.

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- Copy of valid Somali passport.

How to apply

Interested candidates should submit CV and cover letter indicating the vacancy notice ref number (MOJR/HS/VAC03/07/2017) with three professional referees and their contacts through this email (moj.hirshabelle@gmail.com) , no later than 12th July 2017

- Only shortlisted candidates will be contacted
- Women are highly encouraged to apply

