

**United Nations Mission in Liberia
(UNMIL)**

Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SUB-LJSSD-12-2089	OPEN
Post Title: Judicial Affairs Officer (One Position)	Level: NO-C
Organizational Unit: Legal & Judicial System Support Division(LJSSD)	Location: Monrovia
Initial Appointment: Initial one (1) year subject to funding of the post and satisfactory performance.	IMIS Post #: 57924
	Indicative Minimum Annual Gross Salary: USD \$ 32,583.00

UNMIL invites qualified internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section and attach **copies** of the following: **Proof of Liberian nationality (Birth Certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be Processed. Please note that you can also apply by email to unmilrecruitment@un.org . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement**

Description of Main Duties:

Under the supervision of the Head of Units and overall supervision of Deputy Director and Director of the Legal and Judicial Systems Support Division and within the limits of delegated authority, the incumbent will be responsible for, but not limited to, the performance of the following duties:

- Assists with the Development of the work plans, programs and Evaluation mechanisms of the Legal & Judicial System Support Division;
- Supports the development of strategic and operational frame works of client institutions including the Ministry of Justice, the Judiciary, the Legislature, the Bar Association, Commissions and the Law Faculty by developing close professional relationships with national and international legal professionals and civil society representatives, including the Ministry of Justice, the Courts, the Legislature, the bar associations, the various commissions established in the rule of law area and the law Faculty, facilitating joint efforts on legal and judicial system reform initiatives;
- providing assistance for the section's efforts for review and reform of relevant national laws legislation (monitoring County Attorneys);
- Develop and maintain close professional relationships with national and international legal professionals and civil society representatives-collaboration with the national Bar, Civil society, Ministry of Justice, Local government, the Law School, the Legislature, Prosecutors, the Judiciary, Corrections, national legal professionals, Human Rights Organizations and Governmental officials and government's drive toward the PRS programs;
- Participate in the Division's efforts to review of relevant national laws/regulations-such as profiling of the law Reform Commission for review of domestic laws, provide technical assistance in reforming the rape law to suit international standards, the domestication of relevant international instruments;
- Participate with International Experts and consultants in providing advice on legal reform programs and activities;
- Assist with the preparation of legal research and analysis, studies, presentations , briefs and reports on legal memoranda,
- Assist the County Attorneys with trial preparation, document and evidence collection;
- Assist the Director and Deputy Director with advice on all legal and judicial systems issues, conducting legal research , producing resource guides on rule of law issues, advise the Ministry of Justice ,
- Participate in the systematic monitoring of civil and criminal judicial proceedings, writing thematic reports, periodic reports, including daily and weekly situation reports; and quarterly end of court term reports.
- Perform other tasks as required by the Head of Unit, Deputy Director and Director,

Competencies:

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United

Nations administrative, financial and human resources rules and regulations in work situations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications and Experience:

- Master's or a Bachelor's degree in Law with a solid training background.
- A minimum of 5 years (if Master acquired or 7 years if Bachelor's acquired) of progressively responsible experience practicing or teaching Law in a Common Law System with a combination of human resources development, adult learning, training or related area.

Other Skills:

- Experience in the practical delivery of training is essential.

Languages:

- Fluency in spoken and written English is required.

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to

Vacancy number UNMIL-SUB-LJSSD-12-2089 should be forwarded to the attention of:

UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, Pan African Plaza, Tubman Boulevard, 1st Street, Sinkor, Monrovia-Liberia