

Terms of Reference for Staff Positions under LOA

1. Mobile Courts Coordinator

Under the direct supervision of the President of the Supreme Court (or anyone he may delegate to), the Mobile Court Coordinator will perform the following duties:

1. Supervise and coordinate and report against the operation of Mobile Courts.
2. Provide technical and advisory support to federal member states in operationalizing Mobile Courts in their areas especially newly formed states of Galmudug and Hirshabelle.
3. Form Mobile Court teams in Benadir Region and a special team to handle federal cases in Federal member states in consultation with all relevant stakeholders including the Supreme Court, Attorney General Office, Federal Member states, Bar Association, 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 Supreme Court, one prosecutor, one legal aid lawyer and registrar.
4. Prepare a plan to prioritize cases relating to women and children for hearing at the Mobile Court.
5. 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.
6. Prepare and share with relevant stakeholders a timetable and a monthly work-plan with detailed budget for the Mobile Courts indicating travel dates and all necessary details.
7. Maintain properly organized case files and records for all cases registered and processed by Mobile Courts.
8. Facilitate for all interested parties to observe random hearings of Mobile Court sessions.
9. Hold all cases publicly and in accordance with the Constitution and international standards of fair trial.
10. Make prior public announcements on upcoming Mobile Courts sessions and ensure information reaches target locations in advance of missions.
11. Establish referral mechanisms to ensure local community representatives are aware of how to contact judicial representatives in advance of Mobile Court visits.
12. Compile and share monthly narrative report with the Supreme Court Leadership 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.
13. Prepare quarterly financial reports on Mobile Court operations substantiating the use of the provided funds with supporting documents.

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.
- 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 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.

HOW TO APPLY

Interested candidates should send their application to maxkamadasareso@gmail.com with the subject line "Mobile Court Coordinator Vacancy application" not later than 15th June 2017.

2. Admin and Finance Consultant

The Admin and Finance Officer will work under the immediate supervision of the Chief Justice and will be responsible for the administrative and financial management aspects of the Letter of Agreement with UNDP as well as all related tasks assigned to him or her.

The following are the detailed tasks of the Admin and Finance Officer:

1. In the accordance with the policies of Somalia National Systems and international standards, be responsible for the development and application of policies and procedures in the following areas for the Supreme Court:
 - a. Financial Management
 - b. Human Resource Management
 - c. Procurement
 - d. Asset management
 - e. ICT
2. Organize a training for Supreme Court staff on public/government financial management system, procurement and human resource management
3. Be responsible for managing the financial and administrative aspects of the agreement that the Supreme Court has with UNDP as well as other related duties assigned by the Director General.
4. Be responsible for producing financial reports on the implementation of the agreement with UNDP.
5. Be responsible for managing the financial aspects of meetings, workshops and trainings.
6. Be responsible for carrying recruitment and procurement activities in line with Somalia National Systems policies and international standards
7. With the guidance of the Technical Consultant, lead the purchase of a software and its accessories to implement case registration system (including an electronic component) in courts
8. Explaining accounting transactions and resolving accounting issues and discrepancies;
9. Developing and maintaining all the office administrative systems including attendance and leave records, filing, expenditure and invoicing.
10. Assisting with case administration including developing and managing the case filing system; preparation of intake forms; and ensuring file management procedures are followed.
11. Record keeping for quarterly financial and narrative reports.
12. Assisting with scheduling of appointments and organizing meetings;
13. Dealing with correspondence;
14. Ensuring all staff employed under the LOA have individual files containing their TORs, CVs etc.
15. Maintaining records on leave taken, sickness as well as an attendance record.
16. Perform any other tasks as may be entrusted by the Director General from time to time.

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 to transfer skills.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates openness to change and ability to manage complexities.
- Understands gender issues.

Qualifications

- Accredited university degree in business administration, accounting, finance or related discipline with at least 5 years of relevant experience.
- Proven background in finance, operations and human resources.
- Proven experience in setting organizational operational policies and procedures.
- Computer and IT skills especially Microsoft office package.
- Be fluent in Somali and English

HOW TO APPLY

Interested candidates should send their application to maxkamadasareso@gmail.com with the subject line "Admin & Finance Vacancy application" not later than 15th June 2017.

3. Graduate Internships

The Supreme Court of the Federal Republic of Somalia is seeking people who have recently graduated from a recognized tertiary institution in the field of Law, Public Administration, or related discipline, and who are highly motivated and wish to build a successful career within the justice sector.

The Graduate Internship Program aims to provide recent graduates with extensive exposure to the operations of Justice Institutions especially the Supreme Court and act as a springboard to a career in public service in general and specifically Justice Sector Institutions.

TRAINING AND DEVELOPMENT:

The successful applicants will be attached to the Supreme Court, Benadir Appeal Court, Benadir Regional Court and Mogadishu district courts. People with talent, commitment and drive who have tertiary qualification in a related field are encouraged to apply. The Internships provide an excellent opportunity for the right people for career development and to obtain promotional skills and opportunities for entry into public service.

SELECTION CRITERIA

To qualify for the Graduate Internships, applicant should meet the following criteria:

- Be between the age of 20 -32 years.
- Hold an undergraduate (Bachelor) degree or equivalent in Law, Public Administration or a related field;
- Be a Somali citizen with a valid national passport. Providing a passport is a requirement.
- Excellent Somali and English language skills.
- 50% of successful candidates will be women, so women are particularly encouraged to apply for this Graduate Internship Opportunities.

APPLICATION DOCUMENTS:

Applicants for the Graduate Internship Opportunities MUST submit/send ALL of the following documents:

1. CV outlining academic qualifications, any work experience and two (2) academic or work referees; and
2. Certified copy of the official university certificate and record of results.
3. Valid secondary certificate.
4. Cover page providing why the candidate should be selected and meets the selection criteria.
5. Copy of valid Somali passport.

SELECTION CRITERIA: (KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED)

1. Excellent knowledge of research methods, the ability to analyze issues and write quickly, clearly and concisely and the ability to provide rapid, comprehensive and impartial oral and written briefings;
2. Understanding of the system of government in the Republic of Somalia;

3. Strong oral and interpersonal skills to communicate effectively with members of the Judicial personnel, and senior public officials and a range of stakeholders;
4. High standards of integrity and the ability to handle confidential matters and provide impartial advice;
5. Demonstrated capacity to participate effectively in small teams and a commitment to collaborative work practices;
6. Good information management skills including ability to use and manage a range of computing software;
7. Tertiary qualifications in a relevant discipline, (listed above).

HOW TO APPLY

Interested candidates should send their application to maxkamadasareso@gmail.com with the subject line "Graduate Internship at the Judiciary" not later than 15th June 2017.

Good Luck!