



## TERMS OF REFERENCE (TOR)

### JUVENILE JUSTICE OFFICER (1 POSITION)

Under the direct supervision of the Director General (DG) and permanent Secretary (PS) of the Ministry and close collaboration with the staff of the Legal Aid & Justice for Children and Legal Drafting Departments (or any other person may delegate), The Juvenile Justice Officer will work with young people who offend and their families to create safer homes and communities. Juvenile Justice Officer will contribute to community safety by trying to make a positive difference to the lives of young people. The Juvenile Justice Officer will be working from community-based centers, program centers, the detention center, the courts and with the custodial corps.

**Specifically, the Juvenile Justice Officer will deliver the following results:**

- Draft, review and finalize required national law, policies on Juvenile Justice Systems.
- Working closely with the youth correctional facilities and detention centers, to maintain order and ensure the safety and security in such settings.
- Facilitate group discussions, providing counsel and working with professionals on treatment for juvenile offenders.
- Ensure facility security by routinely inspecting buildings, detention centers and prisons.
- Responsible to promote the creation of facilities, juvenile halls, classes and recreational activities.
- Provide legal documentation on extradition and jurisdiction cases.
- Prepares and presents reports to the court, commitment programs and other service providers. Provides and documents supervision and case management of clients placed on supervision as required by law, police and procedures and Quality Improvement (QI) standards relating to probation, commitment, conditional release.
- Maintains and updates case files on all delinquent youth per Department of Juvenile Justice standards, policies, procedures and QI standards.
- Individual case management to detainees to plan for their positive reintegration into their communities.
- Ensures updated information is reflected in the Juvenile Justice Information System (JJIS) or other designated computer database information systems.

**Qualifications/specialized knowledge/experience required to complete the task:**

- A first-level University degree in Law, International Affairs, Political or Social Sciences. An advanced university degree would be an asset.
- Three years progressively responsible professional work experience in national institutions and Juvenile Justice Systems.
- Sound knowledge of international human rights standards.
- Strong interpersonal skills and ability to perform tasks in a timely manner with a high level of competency.
- Commitment to continuous learning and professional development.
- Excellent written and spoken English and fluent Somali language.
- Excellent computer skills.

**Competencies**

- Demonstrates integrity, impartiality, fairness, honesty and truthfulness in daily activities and behaviours.
- 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.
- Ability to understand, interpret and implement policies, law and procedures in regards to the Somali laws.
- Ability to communicate in writing, and interacting with people appropriately.
- Ability to provide counseling service to others.
- Ability to plan, organizes, prioritize and coordinate work assignments.
- Ability to analyze problems and develop appropriate course of action.
- Ability to follow verbal and written instructions.

**Application Procedure:**

Qualified Somali persons with the required skills and qualifications are invited to submit their detailed Curriculum Vita (CVs), cover letter and academic qualification with 3 reference persons through email; [info@mojc.gov.so](mailto:info@mojc.gov.so) before **25<sup>th</sup> October 2015**. Applications sent after the deadline will not be considered. For more information you can see through [www.mojc.gov.so](http://www.mojc.gov.so).