



Federal Republic of Somalia
Ministry of Justice

TERMS OF REFERENCE
TECHNICAL ADVISOR

General Information

Title of Assignment:	Technical Advisor
Duration of the assignment:	7 Months
Type of Contract	Service Contract
Duty Station:	Mogadishu and closely coordinates and travels to FMS.
Supervisor:	Under the supervision of the Minister (or anyone the Minister may delegate)
Date of Issue:	June 2017
Closing Date:	December 2017

Duties and Responsibilities

Under the supervision of the Minister (or anyone the Minister may delegate), the Technical Advisor will deliver the following results:

- Develop and finalize an institutional capacity development strategy for the Ministry including a detailed action plan and clear recommendations.
- Undertake a training needs assessment and based on this, produce a training plan with options to upgrade the current skill set of the staff of the Ministry.
- Coordinate the development and delivery of trainings for the Ministry staff and act as a facilitator or trainer. Conduct a minimum of three trainings on agreed priority topics for Ministry of Justice staff during the period June – December 2017.
- Develop and organize one training for MOJ staff on public/government financial management system, procurement and human resource management.
- Develop detailed organogram and terms of reference including roles and responsibilities for MOJ departments as well as individual staff.
- Act as an M&E plan and 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.
- Develop a simple reporting format for capturing progress against agreed deliverables to be used and quality narrative reports using this format.
- Ensure timely preparation and submission of monthly, quarterly, annually and ad hoc narrative reports on UNDP support to Ministry of Justice.
- 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.
- 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.
- Highlight risks and challenges that may hinder/delay implementation, and provide recommendations to address those risks and challenges.
- Serve as the focal point for the Ministry of Justice 's collaboration with UNDP and specifically for the letters of agreement and other support.

- ☑ Ensure all data collected and reported are dis-aggregated by sex.
- ☑ Be responsible for monitoring of and reporting against the steps taken to address institutional weaknesses that were outlined in the recent micro-capacity assessment of the MINISTRY OF JUSTICE.
- ☑ Lead and coordinate the preparation, review and finalization of project proposals, and concept notes as required by Ministry of Justice of Justice.
- ☑ Ensure that gender issues are addressed in all documents and included in trainings and training materials.
- ☑ Ensure the organization and conducting of meetings/workshops/trainings by MINISTRY OF JUSTICE.
- ☑ Preparation of quality meeting minutes and training/workshop reports.
- ☑ Document lessons learnt and best practices for use in future support on a monthly basis.

Qualifications

Level of Education:	University degree
Education	Masters Degree in Law, Public Administration or a related field.
Years of work experience in what area(s):	<ul style="list-style-type: none"> ➤ At least five years of working experience in coordinating project with multiple stakeholders and working with governmental, UN, and international partners; ➤ Solid and demonstrated knowledge of and work related to justice/Somali Rule of Law Program/Somali Compact; ➤ Skills in collating information, analysing, and report writing; ➤ Proven capacity to work with and establish working relationships with justice institutions in the area; ➤ Ability to take initiative and to work with minimum supervision; ➤ Experience and skills in the Microsoft programs, (MS Excel, Word) and database programs. ➤ Solid knowledge in drafting work plans, facilitate meetings, and advising senior leaders; ➤ Ability to do desk research, collect and analyze data; ➤ Experience working in member state is an asset but not required. ➤ Previous work experience with the UN or an International NGO working in the justice sector is an asset but not required; ➤ Sound demonstrated understanding of gender issues and principles.
Languages needed:	<ul style="list-style-type: none"> ➤ Fluency in English and the Somali language is essential. Other UN languages are an asset.
General Skills / Other Requirements:	<ul style="list-style-type: none"> ➤ Strong communication and drafting skills; ➤ Experience in researching and analyzing security, political and social issues in Somalia is an asset; ➤ Ability to work under tight schedules, stressful environment and multi-cultural context;

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	<ul style="list-style-type: none"> ➤ Highly motivated with a positive attitude and proactive problem-solving approach; ➤ Proficiency in the use of computer with common software and internet; good knowledge of Microsoft Office Applications; ➤ Willingness and ability to work closely with governments, international institutions/agencies and communities; ➤ Demonstrated drive for continuous improvement and incorporation of lessons learned and best practices into business process routines; ➤ Demonstration of professional behavior and personal ethics, transparency and openness to encourage respect and similar behavior from colleagues in the workplace; ➤ Experience of working successfully with a variety of stakeholders, particularly governments, think-tanks, media and non-governmental organizations; ➤ Willingness to travel and work in Somalia.
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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; jobs@moj.gov.so before 25 June 2017. Applications sent after the deadline will not be considered. For more information you can see through www.moj.gov.so

Note: Please make sure that the job title you are applying in the mail subject line is clearly indicated. Only short-listed candidates will be contacted. These four positions are equal opportunity for all.