



Hirshabelle State of Somalia
Ministry of Justice & Judicial
Affairs

REF: DGSHS/ MOJ/HS/ Hs40/ 2020

DATE: 18 / 03/2020

Employer: ministry of Justice of Hirshabelle

Department: Justice Department

Reports to: Technical Advisor

Date of issue: 18th March-2020

Date of closing: 26th March-2020

Locations: Jowhar

No. of Paralegals: 2

Background

The Somalia Joint Justice Programme (JJP), launched in August 2018, is a 30-month programme supporting the Somalia National Development Plan 2017-2019 goal to “Establish independent, accountable and efficient justice institutions capable of addressing the justice needs of the people of Somalia”.

Recognizing the challenges facing the Somalia justice sector, the programme aims to contribute to sustainable security, peace and development by strengthening the capacity of justice actors to increasingly deliver justice services to users and communities in a human rights-compliant manner.

As part of the state building and federalization process, the programme focuses on establishing the foundation for a formal justice system that offers increasingly professional and standardized justice services. This includes a clear legal framework, particularly on judicial organization, and the establishment of key justice institutions at federal and state levels. The programme seeks to increase access to justice for the most vulnerable communities by providing legal aid services through non-governmental organizations and civil society groups, such as legal aid centres. Key focus areas of the Programme include:

- Federalization of the justice sector and facilitating the process to agree on a federated judiciary model, including supporting the establishment of key institutions and reviewing the legal framework.
- Expanding justice services to new areas, especially those outside of state capitals, adopting community orientated approaches to improving local access to justice, and ensure stabilization.
- Strengthening the capacity of justice institutions & promoting oversight, accountability and inclusivity.
- Nationalizing training capacities and standardizing training programmes for justice sector personnel.

The Ministry of Justice of the Federal Government of Somalia is working on developing a federal mechanism for regulating, integrating and harmonizing legal aid services across the country in consultation with all relevant stakeholders. The approval of a Legal Aid Policy by



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the Federal Council of Ministers on 23 June 2016 is a milestone to institutionalize legal aid in Somalia. The Ministry of Justice of the Federal Government of Somalia is also working on drafting Legal Aid Act for Somalia.

Moreover, the legal profession in Somalia has been growing over the past few years. The Federal Somali Bar Association is re-establishing itself with continuing work on the Advocates Law as well as the development of a code of conduct to regulate the behaviour of lawyers. While Puntland lawyers have re-activated the Puntland Bar Association, lawyers in the emerging federal member states in south and central Somalia have yet to organize themselves. However, the federal Bar Association is reaching out to lawyers in the federal member states and it is expected that these initiatives will enable more lawyers to join the legal profession and eventually take up pro bono cases, which will ensure sustainability of legal aid services.

The Ministry of Justice of Hirshabelle in partnership with United Nations Development Programme (UNDP) is promoting to expand legal aid services to the ADR centres and other remote areas in Hirshabelle.

To this end the ministry of justice of Hirshabelle, will hire two paralegals in Jawhar-Hirshabele who will deliver legal aid services to the poor and vulnerable groups including IDPs, women and children.

Purpose of the assignment

The main work of paralegals is to provide primary Legal aid services to the vulnerable groups, and as well as carry out regular visits to the ADR centers, police station or IDP camps to expand legal aid services in line with international and national legal framework of access to justice and human rights.

Key Responsibilities and Duties

- Provide legal assistance, legal counseling, legal information to the justice seekers including women, minority, and other vulnerable groups on how to address their cases and access to justice systems both formal and informal
- Provide primary legal aid services to the justice seekers including information to realize their rights
- Undertake community outreach activities including legal awareness on access to justice principles and Human rights to the justice seekers.
- Provide advice to the arbitrators in the ADR centers to ensure decisions are in line with national legal framework
- Report the cases and refer to the lawyers for legal representation in the formal justice system
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- Prepare legal documents as requested by the clients including legal petitions, or any legal documents required by the ADR centers.
 - Carry out regular visits to the IDP camps and prisons, police stations to report cases, and provide primary legal aid services i.e. information, legal assistance and referral
 - Conduct follow up to ensure that clients are received and satisfied with the justice services.
 - Provide support to the ADR clerks in the documentation of the cases and procedures of handling cases.
 - provide information and guidance to the clients and communities the available legal services and procedures
 - Refer the SGBV survivors the psychosocial, protection and health providers
 - Laisse with the relevant government agencies, civil society organizations, CBOs, INGO, UN entities on the relevant issues pertaining to Justice, human rights and protection
 - Attend monthly legal aid coordination meetings in Hirshabelle
 - Prepare, develop, and disseminate information, education and communication (IEC) materials on access to Justice Referral pathways.
 - Prepare weekly or monthly reports on legal aid services provided.
 - Perform any other tasks requested by the ministry of justice and judicial affairs of Hirshabelle State
- **The paralegals will report to the technical advisor of the ministry of justice of Hirshabelle**

Required Qualifications and experiences

- Have a bachelor's degree of law and sharia, political science and Human rights
- A minimum 1 year of experience in legal practice
- Have a good knowledge about the national legal systems in Somalia including Hirshabelle
- Basic legal knowledge and Understanding of formal and informal justice system in Somalia
- Have good experience in case management
- Preferable experience at community level

Desired skills and competencies

- Sound knowledge of computer skills (MS word or excel)
- Good understanding legal pluralisms in Somalia
- Good communication skills
- Good reporting and case management skills
- Fluent in English and Somali both writing and speaking
- Sound knowledge of formal and informal justice system
- Strong experience in advocacy and Alternative dispute resolutions mechanism
- Ability to engage and interact with community



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How to apply:

Qualified Somali persons with the required skills and qualifications are invited to submit:

1. CV along with application letter in English.
2. Verified Copies of academic Certificates or transcripts.
3. Reference persons.

The application documents have to be submitted via email to (info@mojj.hs.so) or handed sealed envelope to the Ministry of Justice Office, (Ministerial Compound known kala-gooyo) Jowhar-Hirshabelle State before **26th March-2020** Applications sent after the deadline will not be considered.

Note: Please make sure that the job title you are applying in the mail subject line is clearly indicated. Only shortlisted candidates will be contacted.

Women candidates are encouraged to apply.