


United Nations
Job Description
January 2022

Title: Justice Expert (Court Administrator)
Level: Expert on Mission (civilian/non-uniformed government-provided personnel)
Duty Station: UNMISS
Report to: Senior Rule of Law Officer
Start Date: As soon as possible
Duration: 12 months, extendable

Background:

Security Council resolution 2567 (2021) mandates UNMISS to use “technical assistance and capacity building to support South Sudan to restore and reform the rule of law and justice sector, in order to strengthen protection of civilians, combat impunity, and promote accountability.” In support of its mandate to strengthen the rule of law and justice sector, the UNMISS Rule of Law Advisory Section (RoLAS) provides strategic, technical and logistical support to actors along the justice chain and facilitates enhanced coordination between justice sector actors; the Section also works in the areas of legal reform and security sector reform. The principal justice sector counterparts of RoLAS include the Judiciary, the Directorate of Public Prosecution (DPP) and the National Prison Service (NPS). This support is provided both at the headquarters level in Juba and in state capitals, where RoLAS works directly with national counterparts to restore their presence and strengthen linkages between actors.

One assessed need of the South Sudanese justice sector is improved record keeping and case file management along the justice chain (judiciary, prosecution and prisons services). There is no uniform record keeping practice among justice actors in South Sudan, and often inadequate facilities and practices. RoLAS is working with national counterparts to improve records management at the national and state level, and to enhance coordination mechanisms from the national to the state level.

Main Duties:

The incumbent will be located in Juba, with frequent and extended travel to field offices.

The officer may be co-located with national justice counterparts. Within delegated authority and with a particular focus on strengthening all actors along the justice chain, the incumbent will:

1. Provide technical support and guidance to national counterparts in assessing the administration, functioning, internal procedures, and organization of courts and prosecution offices.
2. Provide information, analysis, advice and recommendations on court administrative matters to national counterparts. Assist national counterparts identify needs, organization, systems, and procedures to increase the effectiveness of court administration and casefile management.
3. Provide expert guidance to national counterparts during the development of court budgets, including the establishment of mechanisms to monitor revenues and expenditures.
4. Provide expert advice and technical assistance to national counterparts as it relates to case management and documentation, court scheduling, case assignment and file processing, court statistical data, and court budgets and financial records, including court fees.
5. Support national counterparts in the development of training curricula and programmes that strengthen the capacities of judges, prosecutors, court registrars, clerks and other administrative personnel in the areas identified above.
6. Advise national counterparts on improving relations between the court and the public, including through increased transparency measures and improved access to information for the public.
7. Assist in assessing the criminal justice chain, particularly court administration, for causes of and solutions to prolonged/arbitrary detention, including factors that delay the renewal of detention warrants.

8. Facilitate day-to-day coordination of key activities with other mission components (e.g., police, human rights, political affairs, civil affairs, gender, and child protection), members of the United Nations Country Team (e.g., UNDP), and other external partners and national authorities;
9. Provide technical and operational support in implementing workshops, seminars, outreach programmes and other related activities; and
10. Perform other related functions as assigned by the Chief of RoLAS or her/his delegate.

Core Competencies:

- **Professionalism** – Extensive knowledge of judicial and legal system issues, particularly court administration; extensive knowledge of recordkeeping and case file management practices; knowledge of the modern principles and practices of court and public administration; extensive knowledge of the organization, functions, responsibilities and procedures of the courts; ability to organize and coordinate the staff engaged in a variety of court administrative activities; ability to stay calm in stressful situations; ability to take responsibility for incorporating gender perspectives, and ensuring the equal participation of women and men in all areas of work.
- **Communication** – Proven communication skills (oral and written), including ability to prepare reports and deliver presentations, concisely conveying information, clearly articulating options and policy positions, and making and defending recommendations; ability to listen to others, correctly interpret messages and respond appropriately; commitment to ask questions to clarify issues and develop two-way communication; ability to tailor language, tone, style and format to match the audience; demonstrated openness in sharing information and keeping people informed.
- **Teamwork** – Proven interpersonal skills and ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; ability to work collaboratively with colleagues to achieve organizational goals; ability to solicit inputs by genuinely valuing others ideas and expertise and willingness to learn from others; commitment to place team agenda before personal agenda and to support and act in accordance with final group decision even when such decisions may not entirely reflect the own position; ability to share credit for team accomplishments and to accept joint responsibility for team shortcomings.

Qualifications:

Education: Degree in judicial administration, public or business administration or other area related to court administration.

Work experience: A minimum of five years working as a court administrator is required. Experience with casefile and records management is required.

Experience working across the justice chain, including with counterparts in the judiciary, prosecution and corrections services is highly desirable. Experience as a trainer is desirable. Experience in the development, drafting and revision of judicial regulations, circular letters, SOPs and guidelines for operation and implementation is desirable. Experience in a common law jurisdiction is desirable.

Languages: English and French are the working languages of the United Nations. For this position, fluency in English (both oral and written) is required. Knowledge of Arabic is desirable.

Other skills: Driving license and ability to drive a 4x4 vehicle are required. All officers are required to pass a United Nations driving test at the beginning of their deployment and may be repatriated if they fail to do so. Must be computer literate, and have experience using generic and specialized software (e.g., MS Excel).

The "Guidelines on Non-Uniformed Civilian Government-Provided Personnel on Assignment with United Nations Peacekeeping and Special Political Missions", dated 1 April 2015, reference 2015.01, are applicable to government-provided justice personnel.

In accordance with the Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above-mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.