



Federal Republic of Somalia
Ministry of Justice

MINISTRY OF JUSTICE GENDER UNIT – JOB DESCRIPTION OF STAFF MEMBERS

1. Gender Justice Specialist – Head of Gender Unit

Duties and Responsibilities

- a) Institutionalize gender mainstreaming framework as a core value into relevant units and departments of the MOJ
- b) Build the technical capacity of MOJ and its management in gender analysis and planning, including through the development of a policy on Women’s Access to Justice
- c) Promote the reduction of the current gender gap in the judiciary to transform it into an equal opportunity employer
- d) Promote the use of sex-disaggregated data, and gender statistics
- e) Establish partnership and accountability procedure for the implementation of the Women’s Access to Justice Policy i.e. coordination, networking and monitoring
- f) Develop partnership with justice and security actors and strengthen community relations to
- g) Coordination and oversight of MOJ Gender Unit

Deliverables (2016)

- Detailed work-plan for assignment and regular quarterly reports of progress/results achieved;
- Detailed 2-year work-plan for MOJ Gender Unit (2016-2017) and quarterly reports on progress/results achieved;
- Coordination/strategic partnership plan for the promotion/protection of women and girls’ rights and the effective mainstreaming of gender in: i. Ministry of Justice (including TDR Unit, PLD Unit, Legal Aid and Legal Awareness Unit); ii. Federal Justice sector (including courts, AGO, legal aid providers, lawyers association/s); iii. Federal government level (including with MoWHRD, MOPIC, Somalia Police Force).
- List of policy and legal frameworks developed and/or revised from a gender equality and women’s empowerment (GEWE) perspective;
- List of awareness raising and information campaigns in justice sector in which a gender-sensitive and gender-responsive approach has been effectively integrated;
- Report of gender capacity assessment of MOJ staff;
- Capacity building/training plan for MOJ staff (based on results/findings of gender capacity assessment);
- Draft training curriculum on women’s rights for justice sectors’ actors;
- Review report of current and planned expenditures related to the MOJ/justice sector including proposed funding/budgeting principles and mechanisms for funding specific interventions to address women’s needs and violence against them;

- List of non-discriminatory actions that have been proposed to MOJ and other justice sector's actors for adoption;
- Planning document for establishment of information management system for: i. management of case-related information (with a focus on SGBV cases); ii. participation of female practitioners in MOJ and across the justice sector;
- Draft Implementation Plan for MOJ Policy on Women's Access to Justice including report on progress achieved;
- Quarterly reports for Peace-Building and State-Building Working Group (PSG WG) 3 – Justice including: i. relevant gender-related information/data in justice sector, specifically on women and girls' access to justice; ii. progress on implementation of ROL JP gender-related activities, including recommendations for corrective measures.

Competencies

Core Competencies

- Ethics and Values: demonstrate and safeguard ethics and integrity
- Organizational Awareness: demonstrate institutional knowledge and sound judgment.
- Development and Innovation: take charge of self-development and take initiative.
- Work in teams: demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- Communicating and Information Sharing: facilitate and encourage open communication and strive for effective communication.
- Self-management and Emotional Intelligence: stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others.
- Conflict Management: surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution.
- Continuous Learning and Knowledge Sharing: encourage learning and sharing of knowledge.
- Appropriate and Transparent Decision Making: demonstrate informed and transparent decision making.

Functional Competencies

- Proven ability to provide policy, programme and strategic advice on Rule of Law with a specific focus on justice sector reforms in conflict/post-conflict settings.
- Proven ability to design and implement institutional reform plans from a gender-sensitive / gender-responsive perspective, particularly for the justice sector, with a demonstrated ability to promote change.
- Proven ability to support institutional development and capacity building through elaboration and implementation of strategic and operational plans, guidelines and training plans.
- Ability to effectively contribute to strategic planning, programme/project implementation, results-based management and reporting.
- Ability to develop and maintain strong partnerships with a variety of stakeholders (including government civil society, international development/aid community) and develop inter-institutional coordination and communication mechanisms

Required Skills and Experience

Education

Master's degree in law, political science/ international affairs, international development studies, gender/women's studies, human rights or a related field. Other educational background within social and political science may be accepted provided the candidate has demonstrated experience within gender, human rights, rule of law and justice sector institutional development.

Experience

- Minimum 5 years' experience in coordination, management and programme/project implementation, with specific expertise in gender, rule of law and/or justice sector reform.
- Technical expertise and experience in policy development and strategic planning in the area of rule of law from a gender perspective is required.
- Demonstrated experience promoting institutional development and strengthening capacity of staff and counterparts in multi-cultural settings.
- Proven experience in capacity building for gender, particularly design and implementation of training plans and training materials.
- Relevant experience from Somalia/countries with Sharia law or knowledge of Sharia law an advantage.
- Excellent communication skills required.

Language:

- Fluency in Somali and English (oral and written)

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 before 20 May, 2016. 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 two positions are equal opportunity for all.



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GENDER JUSTICE ASSOCIATE - INTERN

DUTIES AND RESPONSIBILITIES

The **Gender Justice Associate** will work under the supervision and in close collaboration with the Gender Justice Specialist – Head of the Gender Unit. The Gender Justice Associate will support the Head of the Gender Unit through the following tasks:

- Provide support for the elaboration of a detailed 2-year work-plan for MOJ Gender Unit (2016-2017) and periodic reports on progress/results achieved, including consultations with key stakeholders across the justice sector;
- Provide support and contribute to the elaboration of a coordination/strategic partnership plan for the promotion/protection of women and girls' rights and the effective mainstreaming of gender in: i. Ministry of Justice (including TDR Unit, PLD Unit, Legal Aid and Legal Awareness Unit); ii. federal justice sector (including courts, AGO, legal aid providers, lawyers association/s); iii. Federal government level (including with MoWHRD, MOPIC, Somalia Police Force).
- Provide support for the elaboration and/or revision of policy and legal frameworks from a gender equality and women's empowerment (GEWE) perspective, actively collaborating with government counterparts and UN/international development partners;
- Provide support for the effective integration of a gender-sensitive and gender-responsive approach in awareness raising and information campaigns in justice sector, actively collaborating with MOJ specialized units (TDR Unit, PLD Unit, Legal Aid and Legal Awareness Unit) and other justice sector's actors (courts, AGO, legal aid providers, lawyers associations);
- Provide support for implementation of a gender-based capacity assessment of MOJ staff and elaboration of findings reports, including recommendations for action;
- Provide support for the elaboration of a capacity building/training plan for MOJ staff (based on results/findings of gender capacity assessment);
- Provide support for the elaboration of a draft training curriculum on women's rights for justice sectors' actors, in strict collaboration with justice actors and UN ROL JP partners;
- Provide support for the integration of gender-responsive budgeting into MOJ, including: i. support to the revision of current and planned expenditures related to the MOJ/justice sector

and ii. identification of funding/budgeting principles and mechanisms for funding specific interventions to address women's needs and violence against them;

- Provide support for the identification of non-discriminatory actions to be proposed to MOJ and other justice sector's actors for adoption;
- Provide support for the development of a comprehensive plan for the establishment of an information management system for: i. management of case-related information (with a focus on SGBV cases); ii. participation of female practitioners in MOJ and across the justice sector;
- Provide support for the elaboration of a draft Implementation Plan for MOJ Policy on Women's Access to Justice including report on progress achieved;
- Provide support for the elaboration of quarterly reports for Peace-Building and State-Building Working Group (PSG WG) 3 – Justice including: i. relevant gender-related information/data in justice sector, specifically on women and girls' access to justice; ii. progress on implementation of ROL JP gender-related activities, including recommendations for corrective measures.

The Gender Justice Associate will also be directly responsible for the following tasks:

- Maintain an appropriate filing system for approved work-plan activities for the Gender Unit;
- Maintain an appropriate filing system of the equipment and financial resources allocated to the Gender Unit (for verification and audit purposes);
- Provide support in regular monitoring visits and data collection of ROL JP gender-related activities as well as of other gender-related initiatives implemented across the justice sector;
- Participate in and provide support to trainings and/or awareness raising/sensitization initiatives on women and girls' rights (in justice sector as well as other sectors);
- Assist in developing and implementing monitoring tools;
- Provide support in collecting, compiling and sharing updated information on the progress achieved in women and girls' access to justice;
- Develop and maintain effective working relationship with relevant national and international stakeholders;
- Participate in the identification and mobilization of leaders to champion women and girls' rights;
- Promote and participate in fundraising initiatives for women and girls' access to justice programmes, including drafting of project proposals.

DELIVERABLES (2016)

- Detailed work-plan for assignment and regular quarterly reports of progress/results achieved;
- Detailed 2-year work-plan for MOJ Gender Unit (2016-2017) and quarterly reports on progress/results achieved;
- Coordination/strategic partnership plan for the promotion/protection of women and girls' rights and the effective mainstreaming of gender in: i. Ministry of Justice (including TDR

Unit, PLD Unit, Legal Aid and Legal Awareness Unit); ii. federal justice sector (including courts, AGO, legal aid providers, lawyers association/s); iii. Federal government level (including with MoWHRD, MOPIC, Somalia Police Force).

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COMPETENCIES

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- Appropriate and Transparent Decision Making: demonstrate informed and transparent decision making.

FUNCTIONAL COMPETENCIES

- Ability to provide policy, programme and strategic advice on Rule of Law with a specific focus on justice sector reforms in conflict/post-conflict settings.
- Ability to design and implement institutional reform plans from a gender-sensitive / gender-responsive perspective, particularly for the justice sector, with ability to promote change.
- Ability to support institutional development and capacity building through elaboration and implementation of strategic and operational plans, guidelines and training plans.
- Ability to effectively contribute to strategic planning, programme/project implementation, results-based management and reporting.
- Ability to develop and maintain strong partnerships with a variety of stakeholders (including government civil society, international development/aid community) and develop inter-institutional coordination and communication mechanisms

REQUIRED SKILLS AND EXPERIENCE

EDUCATION

Graduate degree (BA) or enrollment in post-graduate/master studies in law, political science/ international affairs, international development studies, gender/women's studies, human rights or a related field.

EXPERIENCE

- Knowledge of or experience in programme / project implementation in gender, rule of law and/or justice sector reform.
- Knowledge of or experience in policy development and strategic planning in the area of rule of law from a gender perspective is required.
- Knowledge of or experience in promoting institutional development and strengthening capacity of staff and counterparts in multi-cultural settings.
- Knowledge of or experience in capacity building for gender, particularly design and implementation of training plans and training materials.
- Knowledge of or experience in Somalia and/or countries with Sharia law or knowledge of Sharia law an advantage.
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