



Federal Republic of Somalia
Ministry of Justice

Ministry of Justice Federal Government of Somalia is advertising Six positions job opportunities to their citizens, more details look through below:-

1	SENIOR LEGAL DRAFTERS	3 Position
2	CORRECTIONS CONSULTANT	1 position
3	PUBLIC COMPLAINTS COORDINATION LEGAL OFFICER	1 position
4	TECHNICAL ADVISOR	1 position

**TERMS OF REFERENCE (TOR)
FOR 3 SENIOR LEGAL DRAFTERS**

Background:

Under direct supervision of the Minister, Deputy Minister, Permanent Secretary, Director General of the Ministry of Justice, and the Head of the Policy and Legal Drafting Unit (PLDU), the three senior legal drafters assist the Ministry of Justice (MOJ) in general and PLDU in particular as well as other justice institutions and the executive branch to facilitate, coordinate, draft, amend, review and monitor the development of legislative policy and/or draft legislations and policies for the justice sector and other relevant ministries.

All three Senior Legal Drafters will have combined responsibility from below tasks and will have assigned Junior Legal Drafters and Interns to manage their workload, ensure high quality and timely delivery. They will be in charge of assigned staff and develop annual work plan, quarterly reviews, and monthly reporting are done and accurately reflect on agreed annual work plans.

General Expected Outcomes from the Work of the 3 Senior Legal Drafters

The Three Senior Legal drafters will be responsible to achieve the below specified tasks and any other activities as may be entrusted by the Ministry of Justice as follows;

- Identify and disseminate strategic perspectives on emerging justice and legal issues as well as identifying and analyzing legal and justice issues as prioritized in government national plans.
- Strengthen the Ministry's planning capacities as well as ability to develop and present policies.
- Conduct research on legal issues and recommend adequate strategies to reach development in all areas concerned.
- Draft, Review, Amend, Comment and put notes on MOJ's mandated legislations including the MOJ's own legislations and other legislation from the other national institutions of the Federal Government of Somalia and ensure that the legislations comply with the Provisional Federal Constitution, international human rights standards as well as the drafting code and manual for uniformity and Nomo-technics by starting current prioritized "20" Laws and Policies from the Council of Ministers of the Federal Government of Somalia.

- Consider the need for legislation may arise from various sources and circumstances including line ministries, Parliament, demand from social groups, court decisions and international development.
- Give especial consideration on the review and finalization of the Somali Penal Code process.
- Lead Justice and Corrections Models and coordinate all activities with stakeholders at federal, member state, UN partners and donors or any other stakeholders.
- Assign workload to Junior Legal Drafters and Interns drafting or working on laws and policies and oversee their work to ensure quality outcome in agreed time.
- Provide support in the presentation of the drafted laws and policies to the Council of Ministers, committees of the Federal parliament and other stakeholders in answering questions raised by them and other institutions or agencies.
- Provide legal drafting training and guidance to the staff members of MOJ involved in law making process of the country.
- Plan, organize and implement capacity building and development activities by transferring skills to the local colleagues within the Ministry Especially Junior Legal Drafters and Interns through training sessions, workshops, joint completion of the tasks, peer review, mentoring and other capacity-development schemes; the focus of these capacity development programmes mostly will be on legal and legislative drafting skills.
- Assist the PLDU staff with overseeing the drafting of government legislation priorities.
- Provide legal drafting training and guidance to other entities involved in law making process of the country especially member states MOJ's and line ministries in FGS.
- Measure the results of the transfer of skills activities by organizing post-training evaluation tests for the staff of the institution.
- Perform other duties as required and entrusted by the Ministry of Justice.

Division of Responsibilities Among the 3 Senior Legal Drafters

Position	Priorities/Deliverables
1 st Legal Drafter (Team Leader/Unit Head)	<ul style="list-style-type: none"> ▪ Justice and Corrections Model <ul style="list-style-type: none"> ☑ Lead and coordinate national discussions on justice and corrections model for Somalia. ☑ Engage the federal member states and the Ministry of Constitutional Affairs with regards to the reaching a political agreement. ☑ Lead meetings at FMS on justice and corrections model ☑ Produce a paper on hierarchy of laws ☑ Produce a paper on jurisdictions of federal and state level judiciaries. ☑ Produce the list of laws which require drafting and amending to implement the agreed justice model. ▪ Draft Serious Crimes policy and coordinate with stakeholders in developing strategic plan and oversee execution as cases are transferred from military to civilian courts.
2nd Senior Legal Drafter	<ul style="list-style-type: none"> ▪ Responsible for judiciary related laws, policies, and strategies: <ol style="list-style-type: none"> 1. Review and Finalization of the Penal Code

	<ol style="list-style-type: none"> 2. Judicial Service Commission 3. Constitutional Court Establishment 4. Anti-Corruption 5. AGO establishment Act 6. Judicial Training Institute Law 7. Solicitor General Act 8. Counter-Terrorism Act
3rd Senior Legal Drafter	<ul style="list-style-type: none"> ▪ Responsible laws, policies and strategies related to Access to Justice including legal aid, TDR, and legal awareness. ▪ Support and advice Ministry of Justice units, including Gender, Child Protection, Legal Aid & Awareness, and Traditional Dispute Resolution. ▪ Produce the following Laws, Policies and Strategies <ol style="list-style-type: none"> 1. Legal Aid Model for Somalia 2. Legal Aid Act 3. Bar Association/Lawyers Act 4. Legal Awareness Strategy 5. TDR Policy Guidance Note 6. Sexual and Gender Based Violence Act ▪ Organize Monthly Legal Aid Coordination Meetings ▪ Organize a consultation workshop to review national legal awareness strategy and reach an agreement on priority topics and audiences for nationwide legal awareness campaign ▪ Assist in the work of MOJ Public Complaints Coordination Office ▪ Complete database of registered legal professionals.

Requirements

Besides the specific outputs mentioned the following steps/actions are required to be undertaken throughout the assignment. These are standard requirements for all assignments undertaken through this project:

1. Transfer of skills: One of the main responsibilities of Senior Legal Drafter(s), and one which he/she will be measured against, will be to ensure continuous and systematic transfer of knowledge and skills as related to the assignment.
2. Work plan: A work plan will have to be developed with the Supervisor during the first week of assignment, which will provide clear and time bound activities to successfully implement the outputs of the assignment. This work plan will be shared with the UN Implementing Partner(s). This work plan can be revised during the mid-term review to reflect new developments or changes in strategy.
3. Mid-Term Review: There will be a mid-term review of the assignment between the incumbent and the beneficiary institution to discuss progress of the assignment and feedback on performance.
4. Interim and Final Reports: A progress report will be submitted by the incumbent to the Supervisor and to the funding UN partner. Thereafter, a final report will be provided at the end of assignment.

Qualifications

Level of Education:	Master's degree/PhD
Area of Study:	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 4 - 6 years of relevant experience in legal drafting and governance; ➤ Demonstrated experience in policy analysis, policy development, strategic planning and/or high level public sector management; ➤ Experience in drafting reports, briefings and training materials; ➤ 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; ➤ Ability to monitor and to undertake research in Somalia, in collaboration with other institutions, is required; ➤ Highly motivated with a positive attitude and pro-active 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; ➤ Knowledge of procedures, reporting requirements and ethical practices of the Ministry and IOM; ➤ 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.

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@moj.gov.so before 11 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.

TERMS OF REFERENCE CORRECTIONS CONSULTANT

General Information

Title of Assignment:	Corrections Consultant
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 Corrections Consultant will lead the reform and development efforts of the Somali Corrections. Specifically, the consultant shall deliver the following results:

- The Consultant will in close collaboration with the Custodial Corps complete a situational assessment report on Somali prison and Corrections facilities with recommendations on short, medium and long-term measures that can be taken to improve the prison and corrections systems. This will include
 - ✓ Prison Officers' capacity development and proposed priority training needs
 - ✓ Inmate population data as well as agreed plans to collect this on a weekly/monthly and quarterly basis
 - ✓ Assessment of facilities including equipment and assets held by the Custodial Corps
 - ✓ Assess the current legal framework including regulations & SOPS required for effective management of the Custodial Corps
 - ✓ Assess current prison oversight mechanisms (both internal and external oversight) both in law as well as in practice
 - ✓ Provide advice and guidance to prison personnel in reviewing the legal and policy framework for the corrections sector and on the development of legislation relevant to the prison sector, standard operating procedures, standing orders and other operational guidance.
 - ✓ Assist in the coordination of national and international stakeholders involved in prison reform

- ✓ Provide advice and guidance on conducting a baseline assessment, continuous monitoring and regular assessments of the prison sector with a view to identifying needs to inform a national development plan as well as tracking progress over time.
- In collaboration with the Custodial Corps and International Partners, the Consultant will establish an internal oversight mechanism for monitoring prison conditions including SOPs, focal points and reporting formats. Establish linkages with other interested actors including regional authorities, Ministry of Human Rights (and when established the Human Rights Commission and Ombudsman Office) and legal profession including legal aid providers and look at viability of establishment of external oversight mechanisms;
- With the guidance of the Minister and Commissioner-General of Corrections and in collaboration with PSG3 Co-Chairs, lead and commence Corrections Working Group comprising national and international partners to coordinate assistance to the sector. The Consultant will work with the Ministry, Custodial Corps and UN in developing terms of reference for the group.
- The Consultant will provide mentoring and training to members of the Corrections department in the Ministry and coach key staff members up to a level of competency to be able to competently perform senior roles;
- Coordinate Justice and Corrections Model
- Produce regular prison population data and statistics
- Lead/Coordinate rehabilitation and reformation activities in the prisons
- Coordinate and lead rehabilitation of prison facilities and infrastructure nationwide.
- Support the design of programmes for the rehabilitation of High Risk Prisoners.

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

	<p>is an asset but not required;</p> <ul style="list-style-type: none"> ➤ 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; ➤ 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.

APPLICATION PROCEDURE:

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**TERMS OF REFERENCE
PUBLIC COMPLAINTS COORDINATION LEGAL OFFICER**

General Information

Title of Assignment:	Public Complaints Coordination Legal Officer
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 Public Complaints Coordination Legal Officer will lead the establishment and activities of MOJ Complaints Office. Specifically, the Complaints Officer shall deliver the following results:

- Draft a TOR for the MOJ Public Complaints Coordination Office.
- Promote discussions on oversight of justice and justice related services by the MoJ and other entities under the control of MoJ including justice services in the FMS.
- Lead the activities of the Complaints Office including recording incoming complaints.
- Compiling complaints against the judiciary and submit to judicial service commission for follow up and actions by creating a process in consultation with the Judiciary.
- Organize a consultation workshop to develop complaint making procedure including hotline, review and processing guidelines, and follow ups through a consultation process and actions.
- Development of codes of conduct and guidelines for judicial department of the Ministry of Justice at federal and state level. These discussions will respect the principle of autonomy of the FMS.
- Establish procedure and process for complaint handling arising from prison services in consultation and coordination with the Custodial Corps.

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,

	<p>(MS Excel, Word) and database programs.</p> <ul style="list-style-type: none"> ➤ 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; ➤ 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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**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; ➤ Highly motivated with a positive attitude and pro-active problem-solving approach; ➤ Proficiency in the use of computer with common software and internet; good knowledge of Microsoft

	<p>Office Applications;</p> <ul style="list-style-type: none"> ➤ 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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