



TERMS OF REFERENCE (TOR) FOR 3 Paralegals

ASSISTANCE RENDERED:

Working under the direction of and reporting to Public Complaint and Advisory Office Coordinator (PCAOC), the duties and accountabilities of the Paralegal will include, but will not be limited to, the following:

A. General Support:

- a. Open/maintain case files as assigned;
- b. Analyze data and documents and recommend actions plan;
- c. Research critical issues relevant to complaint;
- d. Communicate with relevant offices and pay a visit if necessary to resolve issue
- e. After gathering all information, consulting all parties, draft recommendation and way forward to conclude case or forward to next level;
- f. Assist the office in preparing, monitoring, and updating open case files;
- g. Assist in compiling monthly reports.

B. Document and Case Management:

- a. Assist with the implementation of (i) a case management system; and (ii) a document management system, both of which are specifically tailored to protect documents of a confidential nature;
- b. File all necessary documents, accurately and timely, and with due regard to their confidential nature;
- c. Log and track all incoming and outgoing correspondence.

C. Scheduling and Communications Management:

- a. Manage a comprehensive schedule for workload;
- b. Assist in managing the office's adherence to any action plan;
- c. Draft standard correspondence and manage communications between the offices, Claimants, as well as outside parties.

SELECTION CRITERIA

1. BA/BS Degree in Law, Criminal Justice, and/or public administration.
2. Fully proficient computer skills, particularly in MS Word, Excel and PowerPoint, and in using information databases, internet/intranet services and library sources and the ability to help organize data and information retrieval systems.
3. Proven ability to consistently deliver timely and high quality work while handling multiple concurrent assignments, working simultaneously with several staff members.
4. Well-developed document drafting and editing skills in addition to excellent verbal and written communication skills.

5. Demonstrated experience in complex documentation matters, working independently and assuming higher levels of responsibility over time.
6. Excellent interpersonal skills, including a proven ability to deal sensitively in multicultural environments and build effective working relationships with clients and colleagues.
7. Established reputation for integrity, sound judgment, fairness and discretion in dealing internally and externally.
8. Fluency in Somali and English language is desirable.

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 or Info@moj.gov.so, before 20 September 2017, also you can make hand offer for your Application at Human resource office MOj. 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.

