



UNITED NATIONS DEVELOPMENT PROGRAMME
VACANCY ANNOUNCEMENT NO UNDP/SSA / 2008 /041

Post Title : **Court Administrator**
Contract Type : **TOKTEN**
Remuneration: **Up to US\$ 42,000 per annum**
Duty Station : **Monrovia**
Duration : **One Year**
Start Date : **Immediately 2008**
Duration : **One (1) Year**
Date of Issue : 10 November 2008
Closing Date : 24 November 2008

This vacancy is open to applicants of either sex. Preference will be given to equally qualified women candidates.

Introduction

One of the consequences of the prolonged conflict in Liberia is the breakdown of law and order. This, coupled with a weak justice system, poor infrastructure and widespread poverty has denied the people an opportunity to access justice and instead promoted a culture of impunity. UNDP working in the context of an integrated mission, along with other national and international partners is supporting the government to address impunity, strengthen the justice system and restore rule of law. However, the enormity of the task that confronts the Government in achieving this objective means suggests the need for proper planning, prioritization and targeting, providing immediate support to facilitate the modernisation of the justice system so that it is better able to meet the current and future needs of the Liberian people.

Background

The Government of Liberia is in the process of improving the performance of the judicial system. One of the areas that requires urgent improvement is court administration. The increasing scope and complexity of litigation in Liberia is creating an administrative burden on the courts that cannot be handled by the very few judges who are overworked or court staff alone. What is needed is a trained Court Administrator to manage and direct the machinery so that judges can concentrate on their primary duty of dispensing justice. It is in this respect that the services of a Court Administrator are now needed to support the Office of the Chief Justice in Liberia. This position is to facilitate the administrative functions of the Supreme Court under the general guidance of the Chief Justice. Together, they provide the court system with an executive leadership team, capable of confronting the increased complexity and drive the much needed reforms in the justice sector.

Court Administrator's Duties and Responsibilities

The Court Administrator who must in all cases be a Counsellor of the Supreme Court will be professionally trained and schooled in judicial procedures and modern administrative practices. He/she will be responsible to, and serve directly under the Chief Justice as administrative assistant to him or her, in all phases of his or her administration of the Judicial Branch of the Government.

Specifically, the incumbent will:

1. Collect and maintain judicial data and preparation of court statistics, including those relating to the trial and disposition of cases in all of the courts of the country, providing feedback and reporting to the Chief Justice through monthly reports which will enable the reassignment of judges
2. Supervise all judiciary personnel throughout the country, except judges who shall report to the Chief Justice or the Court;
3. Oversee the fiscal management of the courts and the Judicial Branch of Government, all under the Chief Justice's direction,
4. Providing the court systems with the administrative support needed to speedily discharge their function, ensure in particular, that the offices of all clerks of the courts of record function according to the rules governing court administration, as promulgated by the Supreme Court;
5. Prepare and submit to the Chief Justice, an annual report of the administration operations of the Judicial Branch which shall then be submitted on or before the 30th of September of each and every year;
6. Review all issues related to the physical and organization makeup of the Temple of Justice and related institutions and make related recommendations for reform for modern and efficient court structures and administration, focusing on issues of case flow management systems, court filing, court management practices, court specialization, among others;
7. Provide substantive recommendations and strategic guidance to the Chief Justice on capacity building measures to support reforms in the justice system;
8. Support the Judiciary Branch of Government in forging synergies and building partnerships with the Executive and Legislative Branches as well as others actors on Rule of Law issues at the technical and operational levels;
9. Perform quality control function of partner initiatives activities in support of the Temple of Justice, including assessing impact and effectiveness, tracking outputs and results, and ensure reporting to the Chief Justice;
10. Perform any other tasks as requested by the Chief Justice

Competencies

Corporate Competencies

- Demonstrates high integrity, demonstrating the highest ethical values and standards.
- Promotes the vision, mission, and strategic goals of the Judicial Branch of Government.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.

Functional Competencies:

- Excellent knowledge of the Liberia legal jurisprudence, including the political environment and legal statutes, as well as the vision and goals of the Judicial Branch of Government;
- Sound political judgment, impartiality, diplomacy and discretion and ability to work under pressure.
- Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others;
- Sound judgment and decision-making skills and in depth understanding strategic visioning
- Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound initiatives.
- Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs.
- Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials;

- Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Effective negotiating skills and ability to work with others to reach mutually benefiting and lasting understandings.

Required Qualifications and Experience

- Advanced University degree (Masters degree or equivalent) in law, and must be Counsellor of the Supreme Court of Liberia.
- At least 5 years' work experience in Liberia or a related post-conflict setting with substantial direct experience in access to justice, judicial reform or the rule of law.
- Detailed knowledge and familiarity of reconstruction process in Liberia with specific focus on the area of rule of law and human rights protection;
- Experience in development work, partnerships building and resource mobilization.
- Prior experience within the United Nations is desirable but not a requirement.

E-mail application to this vacancy should be sent to vacancies.lr@undp.org. Please insert Vacancy Announcement Number in the Subject of the email or written application. Applications without the Vacancy Announcement Number or with the incorrect Vacancy Announcement Number will not be accepted. Attach photocopies of qualifications (i.e. technical certificates and academics) and a one-page cover letter indicating your interest and suitability for the position.

Please note that applications received after the closing date will not be considered. Only short-listed applicants will be contacted for a written test followed by an interview.

Please forward all written applications to:

Deputy Resident Representative (Operations)
Attention: HR Unit
United Nations Development Programme
Simpson Apartment, Mamba Point
Monrovia, Liberia
cc: All UN Agencies and UNDP Programmes/Projects and All
Counties