

MONUSCO RULE OF LAW OFFICE

Terms of Reference: Court Management Specialist (4 positions)

Position Title : Court Management Specialist (Government-provided)
Duty Station : Kinshasa, Goma, Bukavu, Bunia (Democratic Republic of the Congo)
Status: Expert on mission (Government-provided personnel)
Estimated Start Date: As soon as possible

Background:

By extending the mandate of MONUSCO, Security Council resolution 1991 (2011) also renewed the provisions of paragraph 12 l) of resolution 1925 (2010), which mandated MONUSCO to support the "efforts of the Congolese authorities to strengthen and reform security and judicial institutions". Paragraph 12 o) of Security Council resolution 1925, which is still in effect has also mandated MONUSCO to "develop and implement, in close consultation with the Congolese authorities and in accordance with the Congolese strategy for justice reform, a multi-year joint United Nations justice support programme in order to develop the criminal justice chain, the police, the judiciary and prisons in conflict-affected areas and a strategic programmatic support at the central level in Kinshasa".

Based on the above, the Rule of Law Office of MONUSCO supports the efforts of the Congolese authorities in strengthening the judiciary, including the development and implementation of judicial administration systems, as well as court management policies, practices and techniques.

General Functions:

Under the overall supervision of the Director of the Rule of Law Office and the direct supervision of the Head of the respective regional Rule of Law Office, the Court Management Specialist will provide technical advice to Congolese court administration staff both at central level in Kinshasa and for selected institutions in North Kivu, South Kivu and Province Orientale on all aspects of court registry operations.

In particular, he/she will:

1. Provide technical advice and expertise to registrars, court clerks and other court administration staff, to facilitate the strengthening of planning capacity, budgeting, case management and tracking, court session scheduling, case flow management and benchmarking, records and database management, financial management, accounting and bookkeeping, personnel management and statistical reporting;
2. Assist in the development and implementation of policies, standard operating procedures, court administration guidelines and checklists, statistical reporting forms and other court management documentation and systems;
3. Participate in donor outreach to mobilize additional support and funding for the development of court administration systems, including criminal records databases; and
4. Manage special projects as may be assigned and perform other related tasks.

Qualifications:

Education

University degree (bachelor's or equivalent) in law, business administration, public administration, accounting or a related field. Significant relevant management experience in court management may be accepted in lieu of a university degree.

Work experience

At least seven years experience at the management level in a court as a registrar, court administrator or court clerk, or other relevant capacity, including in a judicial institution responsible for criminal cases. Proven experience in planning, administering and budgeting, case management and tracking, case flow management, records management, finance, accounting and bookkeeping, personnel management and statistical reporting. In-depth understanding of court electronic, court management databases and ability to adapt software to developmental contexts. Experience in providing technical assistance in a multi-cultural environment outside the candidate's county of nationality is highly desirable. Mentoring and teaching experience is an advantage.

Competencies

Professionalism - Demonstrated ability to perform court administration functions, including case management, budgeting, finance management, personnel management, case flow management and scheduling of court sessions; ability to manage and adapt software for court management databases. **Planning and Organizing** - Ability to work efficiently under pressure on difficult assignments within tight deadlines, and possibly in hardship conditions in the field; ability to plan own work and manage conflicting priorities. **Teamwork** - Good interpersonal skills, and ability to establish trust and build professional relationships with national counterparts and colleagues from varied cultures and professional backgrounds; demonstrated ability of incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **Communication** - Excellent communication (spoken, written and presentational) skills, and ability to explain, demonstrate and teach theories, concepts, approaches and techniques relevant to judicial administration; **Judgment/Decision-making** - Sound judgment in dealing with sensitive and confidential matters.

Languages

Fluency in French (both oral and written) is required; knowledge of English is desirable.

Other skills

Good computer skills, including proficiency in word processing and other software programmes, including for court management. Ability to meet minimum requirements for assignment to peacekeeping operations (i.e. language proficiency and valid United Nations driving license).