

  
**United Nations**  
**Job Description**  
**Vacancy Announcement**

### III.- Civil Registry Expert

Title: Civil Registry Expert  
Duty Station: MINUSTAH  
Level: Expert on Mission (Government-provided personnel)  
Estimated Start Date: As soon as possible  
Duration: 12 months

#### Background

In accordance with recommendations from paragraphs 63 b), 64 and 67 of the Report of the Secretary-General on the United Nations Stabilization Mission in Haiti (2010) and in accordance with paragraph 7 of Security Council resolution 1927, which **"encourages MINUSTAH to provide logistical support and technical expertise, within available means, to assist the Government of Haiti, as requested, to continue operations to build the capacity of its rule of law institutions at the national and local level"**, the Government of Haiti has accepted and authorized the deployment of seconded international judicial experts to the Ministry of Justice and Public Security, court registry and prosecution offices.

#### Main Duties

Under the direct supervision of the Chief of the Justice Section of MINUSTAH and in close collaboration with the Ministry of Justice and Public Security, the expert will:

- 1) Provide technical advice for the development of guidelines for the proper functioning of the *Civil Registry Service* (the "*Service*") of the Ministry;
- 2) Provide technical advice in the preparation of a draft action plan for the training of civil registry officials, the recruitment of qualified personnel and the procurement of equipment for the functioning of the *Service*; assist in the implementation and periodic updating of the plan;
- 3) Assist in the reorganization of the technical units of the *Service* and the establishment of a process of computerization of such units;
- 4) Assist in improving the performance of the *Service* in providing technical advice for the development of new management tools for civil registry files;
- 5) Provide technical advice for the design of planning documents for programme managers of the *Service*;
- 6) Assist in the identification and evaluation of all national and international projects for the Ministry with respect to civil registry matters;

- 7) Provide technical support in the organization of awareness-raising workshops on the development of indicators and project monitoring matrix with regard to the civil registry;
- 8) Provide technical support in organizing workshops to sensitize stakeholders on the importance of proper management of the civil registry;
- 9) Assist in designing a national system for the management of records for the civil registry;
- 10) Perform other duties as assigned by the Chief of the Justice Section of MINUSTAH.

## **Core Competencies**

**Professionalism:** In-depth understanding of judicial and legal system issues, in particular civil registries; ability to provide advice and guidance on the reform of civil registries; ability to contribute with vision and creativity to the development of national capacities and to transform a strategic direction into a results-oriented work programme; aptitude and experience in transfer of knowledge and skills.

**Planning & 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 to incorporate gender perspectives and ensure the equal participation of women and men in all areas of work.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

## **Qualifications**

### **Education**

Advanced university degree (Master's degree or equivalent) in a relevant field.

### **Work Experience**

A minimum of 10 years of progressively responsible professional experience in a legal discipline, with proven experience in the area of establishment of civil registry system and the management of civil registries.

### **Languages**

Fluency in French (both written and oral) is required. Knowledge of Haitian Creole is desirable as well as a second official UN language, preferably English.

### **Other skills**

Good computer skills, including proficiency in word processing and other software programmes such as database, graphic. Good technical knowledge to understand and use new information and communication technology. Ability to meet minimum requirements for assignment to peacekeeping operations (i.e. language proficiency and valid United Nations driving license).