


United Nations
Job Description
Vacancy Announcement

IV.- Court Registry Expert

Title: Court 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 Chief Registrars, the expert will:

- 1) Participate in the development of mechanisms for the processing of criminal, civil, commercial, and administrative cases ;
- 2) Provide technical guidance in defining tasks for different members of the Court Registry;
- 3) Support the establishment of structures related to recording, distribution, and filing for trial cases, the coverage of hearings, the management of investigation judge offices, and the drafting, distribution and enforcement of judicial decisions;
- 4) Provide onsite training to registry officials;
- 5) Provide technical advice in developing models (records, forms) for the tools required for the functioning of the registry;
- 6) Assist the Chief Registrar in preparing worksheets, monitoring and evaluating staff;
- 7) Assist in the development of an accounting book of receipts and expenditures of the registry;
- 8) Provide technical advice for the preparation of draft legislation creating and organizing a financial desk at the Court Registry;

9) Inform the Dean and the Prosecutor of the court, and the Minister of Justice as necessary, of major malfunctions and propose appropriate measures to be taken;

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 court registry management; ability to provide advice and guidance on the reform of court 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 management of a court registry. This must include a minimum of 7 years experience as a registrar within a civil law jurisdiction.

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. Ability to meet minimum requirements for assignment to peacekeeping operations (i.e. language proficiency and valid United Nations driving license).