

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

**VI.- Administration Expert**

Title: Administration 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 and working closely with the Director General of the Ministry of Justice and Public Security, the expert will:

- 1) Support and advise the Director General in the reorganization of the Ministry;
- 2) Provide technical advice for the preparation of a draft law reorganizing the Ministry;
- 3) Support and advise on the management, coordination and control of various units, technical directions, decentralized services in charge of implementing sectoral policies of the Ministry;
- 4) Contribute to the development of sectoral policy of the Ministry and ensure its implementation;
- 5) Assist in defining the terms of reference of each department and unit;
- 6) Assist the Director General in developing standards for the professions of notaries, bailiffs, lawyers, clerks, surveyors and civil registry officers;
- 7) Support the Director General in developing a manual for each service and unit;
- 8) Support the Director General in preparing the program of activities of the Ministry and review the budget prepared by the Ministry;

- 9) Support the relevant entities to report regularly to the Minister on the activities of the Directorate General, the various units, departments and services of the Ministry;
- 10) Assist in the development and, where necessary, the strengthening of the internal rules and regulations of the Ministry;
- 11) Support the Ministry in creating a Center for Judicial Studies and Research;
- 12) Perform other related functions as assigned by the Chief of the Justice Section of MINUSTAH.

## **Core Competencies**

**Professionalism :** In-depth understanding of judicial and legal system issues, including knowledge of criminal law and relevant international human rights standards and their linkages to the broader developmental/post-conflict recovery framework and initiatives ; ability to provide advice and guidance on the administration of a government ministry; 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 or equivalent) in law.

### **Work Experience**

A minimum of 10 years of progressively responsible professional experience in planning, programming and management, including 7 years within public institutions.

### **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**

**Knowledge of word processing, database and graphic software is an asset. Ability to meet minimum requirements for assignment to peacekeeping operations (i.e. language proficiency and valid United Nations driving license).**