

REQUEST FOR CLASSIFICATION ACTION (for DFS use ONLY)

The identified job description is submitted for classification review.

POST NUMBER Multiple		FUNCTIONAL TITLE Judicial Affairs Officer	OFFICE CODE
REASON FOR CLASSIFICATION	<input type="checkbox"/> POST TO BE AUTHORIZED <input type="checkbox"/> VACANCY ANNOUNCEMENT <input type="checkbox"/> REVISION OF DUTIES <input type="checkbox"/> PROPOSED CHANGE IN GRADE <input type="checkbox"/> OTHER (SPECIFY): In case of recruitment: Is post reserved for target groups? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, specify:		POST ENCUMBERED BY:
			EX-INCUMBENT:

The following previously classified job descriptions are replaced in full or partly by this job description:

Comments:

Signature of Administrative Officer:

[Handwritten Signature]

Name:

Kishna Koch

Date: (d/m/y)

2/2/2015

Mission:

DFS

FPD / ROU

CLASSIFICATION NOTICE

JOB DESCRIPTION NO.
JD/CP107NPO

The classification of post is approved as follows:

Functional Title: **Judicial Affairs Officer**

Occupational Code: **1.G - Job Code 7571**

Classification Level: **NO-C**

Comments:

Classification Officer: **Emmen Saeed, HRO, ODCU/FPOS/FPD/DFS**

[Handwritten Signature]

Classification Officer: **Bruce Shearouse, HRO, ODCU/FPOS/FPD/DFS**

[Handwritten Signature]

Chief, Organizational Design and Classification Unit, FPD/DFS:

Morteza Mirmohammad, Chief, ODCU/FPOS/FPD/DFS

For the Director, Field Personnel Division, DFS:

Chaste Abimana, Chief, FPOS/FPD/DFS

Date: 24/02/2015

INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION (FORM P.148)

General: Complete all sections of this document accurately in clear, concise language. If a question is not applicable, then mark **n.a.** Describe the work and the factors required of the post and not the characteristics, performance or qualifications of the incumbent. Attach additional sheets if necessary.

Particular sections of the form:

Section A:

1. Identification of the post: ensure the official nomenclature is used.
Office code: please use the most specific one.
2. Organizational setting: Ensure the organization chart is consistent with the information indicated in 3.1 and 3.2. The organization chart should indicate all posts that are superordinate, subordinate and co-ordinate to the post being described, and should clearly identify each post, for example by using incumbent name or post number.
5. Each post is responsible for generally four or five major duties. These duties should be presented in order of importance with a detailed explanation of how the duty is achieved. Miscellaneous tasks which take only a small percentage of time can be grouped and listed together. The following examples indicate two major duties and an explanation of how the work is accomplished.

"Co-ordinates all actions required for the effective implementation of technical co-operation projects by: 30%

- (a) monitoring project implementation at all stages, including the analysis of implementation difficulties and initiating remedial action;
- (b) preparing and/or reviewing documents and revising as required;
- (c) requesting actions for recruitment of experts and placement of fellowships and ensuring satisfactory and expeditious completion of action;
- (d) reviewing requisitions for procurement of equipment with substantive offices and following up on the status of purchase and delivery;
- (e) preparing and/or reviewing various project reports, i.e. periodic progress reports, technical contractors' agency terminal reports, and, as requested, project status reports, fiscal reports and briefing notes;
- (f) arranging for the completion of projects and ensuring all documents and books are finalized.

or

"Assists the Section Chief in administering the daily operations of the section by: 20%

- (a) reviewing incoming correspondence, documents, and transactions, forwarding to appropriate unit, ensuring prompt action is taken, and following up on the status;
 - (b) reviewing and approving documents, correspondence and authorization prepared by staff to ensure consistency in the application of rules and regulations;
 - (c) reviewing in detail the most complex cases and recommending disposition;
 - (d) acting as certifying officer and certifying non-routine obligating documents and authorizations;
 - (e) investigating and preparing all documentation for appeals to the Administrative Tribunal."
7. Decision making and consequence of errors: In general, decision making is considered as a commitment to a course of action that is not subject to detailed review. To make recommendations on the other hand requires the suggestion for courses of actions and implies that the post does not have complete or final responsibility.

Section C:

The signatures on the form confirm the certification as indicated. They do not necessarily imply full agreement on the nature of the assignments nor do they imply any decision concerning the grade level of the post.

<i>DO NOT WRITE IN THIS SPACE</i>	
DATE RECEIVED:	_____
OFFICERS:	_____
LEVEL:	_____

SECTION A: *May be completed by the incumbent of the post*

1. IDENTIFICATION of the post:

1.1 Department/Secretariat/Office

Division/Centre _____

Branch/Service **Rule of Law**

Section _____

Unit _____

Office Code: _____

1.2 Functional Title: Judicial Affairs Officer

Post Number: Multiple

Duty Station: Multiple

Occupational Code: _____

2. a) ST/SGB/Organization Reference: _____

b) Programme Budget Reference: _____

3. ORGANIZATIONAL SETTING: Attach a complete and current organization chart for the organizational structure of the post being described. Indicate clearly the work relationships to other posts.

3.1 Professional posts DIRECTLY supervised:

<u>Functional Title</u>	<u>Classification Level</u>	<u>Number of Posts</u>
Associate Judicial Affairs Officer	P-2	1-3

Total number of professional posts supervised *directly*, and through subordinate supervisors: _____

1-3

3.2 Total number of posts in other categories supervised: _____

1-3

3.3 Title and classification of supervisor's post:

(Senior) Judicial Affairs Officer

4. Summary of the assigned duties:

These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centres and Offices as applicable. The incumbent will participate in the development and implementation of the mission's strategies related to the rule of law and the development/reform of the justice and legal systems and, depending on the mission's structures, the prison system, to include advising national counterparts, providing training and monitoring the court and legal systems, etc.

5. Describe the main DUTIES AND RESPONSIBILITIES of the post, indicate WHAT is done and HOW it is done. Duties should be presented in order of importance. Please indicate the appropriate percentage of time devoted to each duty to total 100%. %

<p>Within delegated authority, the Judicial Affairs Officer will be responsible for the following duties:</p> <ul style="list-style-type: none"> • Participates in the development and implementation of the mission’s strategies related to the rule of law and the development/reform of the justice and legal systems and, depending on the mission’s structures, the prison system, to include advising national counterparts, providing training and monitoring the court and legal systems, etc. 30% • Serves as a recognized expert in one or more areas of concentration (e.g. gender justice, juvenile justice, etc.); provides policy and operational advice to senior management on an ongoing basis and assists in programming related activities at the national level; independently handles a wide range of multi-discipline, highly complex, and often sensitive and/or conflicting matters involving issues relating to the development or reform of legal or judicial systems/institutions. 25% • Participates work teams; guides, supervises and evaluates the work of junior officers; may assist in the general management and administration of the work unit, organizing and prioritizing the workload and providing general coordination and supervision of assignments. 10% • Plans, coordinates and supervises all activities in assigned area; ensures an integrated and harmonized approach among other components of the mission (e.g. corrections, human rights, political affairs, policy, gender, child protections, etc.) and UN entities. 10% • Promotes knowledge management and information sharing, including developing a culture of respect for, and inclusion of, local actors in all judicial and legal system initiatives. 10% • Participates in research studies and the preparation of written outputs, as well as performs extensive legal research and analysis on highly complex or novel legal issues/questions and prepares reports, studies, briefs, reports, and other written material; participates in legislative reviews and prepares commentaries. 10% • Provides innovative technical advice and assistance to regional and local commissions, standing committees, and other offices, etc. 10% • Coordinates/performs programmatic and administrative tasks necessary for the functioning of work unit, including contributing to the preparation of budgets, reporting on performance and results, managing and evaluating staff performance, job interviewing and evaluation of candidates. 5% • Perform other related duties as required. 	
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6. Indicate the WORK RELATIONSHIPS required with persons outside the immediate work unit:

6.1 Inside the regular Secretariat and/or the Mission, including UNCTAD, regional economic commissions, etc.

Functional Title and Classification

Counterparts, senior officers and technical staff from all relevant components of the mission, as well as UN specialized agencies, funds and programmes.

Purpose and Frequency

Exchange information and participate in coordination activities. Weekly

Provide technical information for cooperation and coordination. Supervise. Daily

6.2 Outside the Secretariat and/or the Mission, for example, UNDP, UNHCR, specialized agencies, delegations, government officials, etc.

Title and Level

Legal professionals and civil society representatives; representatives and officials in relevant government ministries, Parliament, the courts, associations, law schools, women's groups, non-governmental organizations, international organizations, diplomatic missions, media

Purpose and Frequency

Represent the mission in developing collaborative arrangements and to coordinate activities.

7. DECISION MAKING AND CONSEQUENCE OF ERROR

7.1 Describe the type of decisions regularly made and the IMPACT of those decisions.

Decisions made focus on the development and implementation of the Mission's strategies related to strengthening and development of all aspects of the justice and corrections systems. The recommendations made concern the establishment and maintenance of contacts and effective relations with national government officials and civil society representatives (including counterparts in the Ministry of Justice and/or other relevant Ministries, the police, the court system, women's groups, non-governmental organizations, diplomatic missions and donors, and the media). Decisions affect the scope, structure and content of judicial instruments, research studies prepared for intergovernmental bodies, and the deliberations of expert groups and other bodies as well as the conduct of negotiations and resolution of judicial issues with political, policy, institutional, administrative and financial implications for the Organization/requester..

7.2 Describe the type of recommendations made.

Proposals are made in the form of recommendations concerning the operating policies and practices of justice institutions, and national prisons and correctional facilities. If accepted they could affect the way prisons are operated and the implementation of accepted standards by Member States.

7.3 Describe the consequence of errors

Errors in the recommendations of the above nature could lead to poor or inadequate justice and/or corrections system establishment, which could eventually lead to deterioration of effective relations with national government officials and civil society representatives, as well as could cause damage to the unit's credibility within the Mission and with the Member States. Providing inappropriate judicial advice could delay deliberations or project execution, or cause financial losses.

8. Indicate the GUIDELINES and directives available; describe the INTERPRETATION OF and DEVIATION FROM existing guidelines, and the authority to establish new guidelines.

Work at this level requires the provision of authoritative judicial expertise and the formulation of opinions on judicial questions in areas where practices and/or precedents do not exist or are of a conflicting nature.

SECTION B : *To be completed by the SUPERVISOR of the post.*

1. Define the goals and objectives of the post.

Contributes to the administration and coordination of the work unit and its outputs through effective coordination and supervision of work/projects and of staff, ensuring the overall quality and consistency of technical work. Contributes to the development of policy, directives and guidelines and to the dissemination of policy and best practices. Effectively demonstrates efficient planning and implementation of assigned programme/projects, develops innovative solutions to major problems/issues, and ensures timely, cost-effective delivery of results. Establishes effective collaboration and partnerships with officials at all levels inside and outside the organization. Demonstrates professional leadership and a high degree of persuasiveness and diplomacy to generate consensus with relevant parties on potentially divisive issues.

2. Describe the type and extent of supervision given to the post.

A high degree of professional independence is exercised in resolving all coordination issues, but will consult with supervisor who is normally at the P-4 or P-5 level. Supervisory approval is normally sought with respect to the formulation of the overall work programme of the Section, including staffing and budgetary questions. Incumbents formulate the approach to be followed to analytical work and identify all judicial implications of different policy alternatives. The work is assigned in broad terms (substantive problem, time constraints, general objectives, policy framework, etc.)

3. Indicate the minimum knowledge, abilities and skills *required* to perform the assigned duties of the post.

3.1 Level and FIELD OF STUDY of university or equivalent training; and the degree of specialization required:

Advanced university degree (Master's degree or equivalent) in law, or bar qualification, or equivalent, in addition to a first level degree in law, is required. A first-level university degree in combination with other relevant academic qualifications and/or legal experience in the field of justice and/or rule of law assistance may be accepted in lieu of the advanced university degree.

3.2 Length and type of practical experience required at the national, and if so required, at the international level:

A minimum of five years of progressively responsible professional experience, including three years as a practicing lawyer, prosecutor, judge, legal academic, legal consultant, or advisor in the field of justice, is required. This must include a minimum of one year of experience providing technical assistance for the development or reform of legal and judicial institutions in a transitional, developmental or post-conflict setting. Experience providing services in the field of Judicial affairs or related areas to or in a field operation of the United Nations Common System or a comparable international organization is desirable.

3.3 Language(s) proficiency required:

English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required; knowledge of the other is desirable

4. If the job description is to be used for requesting a review of the classification level, indicate the changes that have occurred in the duty assignment.

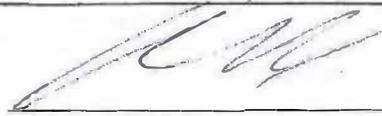
SECTION C: Signatures

SIGNATURE OF INCUMBENT: _____

DATE: _____

NAME: _____

SIGNATURE OF SUPERVISOR (Certification of Correctness of job description): _____



CHARLES BRIEFFE

DATE: 30 Jan 2015

NAME AND TITLE:

SERVIC Policy Officer DPKO/ORSI/CLTA

SIGNATURE OF SECOND LEVEL SUPERVISOR (Authorization of approval): _____



DATE: 30 Jan, 2015

NAME AND TITLE:

Acting Chief, DPKO/ORSI/CLTA