

## ANNEX 11 – TERMS OF REFERENCE – LTA ADVISERS

### ADVISER TO THE PUBLIC PROSECUTOR'S OFFICE

		<b>Position Description</b> <i>Stretem Rod Blong Jastis Partnership.</i>	
<b>1</b>	<b>Job title</b>	Adviser, Public Prosecutor's Office (1 year full time with possible extension)	
<b>2</b>	<b>ARF Group/Level</b>	Group D, Level 2	
<b>3</b>	<b>Start date</b>	As soon as possible	
<b>4</b>	<b>Length of Assignment</b>	From the commencement date until 31 May 2013	
<b>5</b>	<b>Location</b>	Port Vila, Vanuatu	
<b>6</b>	<b>Purpose</b>	<ul style="list-style-type: none"> <li>Assist the Vanuatu Public Prosecutor's Office to continue to meet its current levels of service delivery and to become more self reliant</li> <li>To facilitate capacity building within the Public Prosecutor's Office (PPO) through mentoring and demonstration of advocacy techniques, court etiquette and methods of preparation</li> </ul>	
<b>7</b>	<b>Key Result Areas (KRAs)</b>	<b>8</b>	<b>Key Performance Indicators.</b>
<b>7.1</b>	PPO maintains current or improved levels of service delivery	<b>8.1</b>	<ul style="list-style-type: none"> <li>PPO continues to provide competent and professional prosecutorial services</li> </ul>
<b>7.2</b>	Increased competence of PPO prosecutors and other staff	<b>8.2</b>	<ul style="list-style-type: none"> <li>Any direct (inline) work performed is done in tandem with a GoV counterpart and with the approval of the Public Prosecutor and the Partnership Coordinator.</li> <li>Mentoring and capacity building plan for key prosecutors and other PPO staff developed, approved by supervisors and implemented</li> </ul>
<b>7.3</b>	Improved systems within the PPO	<b>8.3</b>	<ul style="list-style-type: none"> <li>PPO is managing its workload more efficiently</li> <li>Staff is aware of and use relevant procedures and systems</li> </ul>
<b>9</b>	<b>Duties and responsibilities</b>		
<b>9.1</b>	Establish a productive working relationship with the Public Prosecutor and other staff and advisers within the Public Prosecutor's Office		
<b>9.2</b>	Provide support, mentoring and assistance to the Public Prosecutor, Deputy Public Prosecutor and legal officers of the Public Prosecutor's Office on legal matters including statutory and legal interpretation and the conduct and management of prosecutions.		
<b>9.3</b>	Provide input to the development and implementation of the PPO's short as well as medium to long-term capacity development plans to enhance service delivery and self-sufficiency in an increasingly sustainable way.		
<b>9.4</b>	Provide ongoing support to the youth diversionary program		
<b>9.5</b>	Provide in-house training to legal officers and other staff within the office as needed or requested.		
<b>9.6</b>	Advise and assist relevant staff of PPO to improve case management systems and practices and other management systems as appropriate		
<b>9.7</b>	Support legal officers in their developing representational services for the Public Prosecutor's Office, educational presentations and the building of links between the office and other bodies with the Vanuatu legal system.		
<b>9.8</b>	Appear in certain types of cases as identified by the Public Prosecutor with her approval and the approval of the Partnership Coordinator.		
<b>9.9</b>	Support plans for implementation of the relevant aspects of the Law and Justice Sector Strategy, as appropriate		
<b>9.10</b>	Contribute to reporting and other aspects of Partnership management as requested by the Partnership Coordinator		
<b>10</b>	<b>Reports directly to</b>	<b>11</b>	<b>Directly supervises</b>
	The Public Prosecutor and the Partnership Coordinator (joint supervision structure)		legal officers, as agreed
<b>12</b>	<b>Frequent Internal Personal Contacts with</b>	<b>13</b>	<b>Occasional Internal Personal Contacts with...</b>
	Legal officers and other staff of the PPO		

<b>14</b>	<b>Frequent External Personal Contacts with...</b>	<b>15</b>
	Other advisors funded under the Partnership	State Prosecutors, Vanuatu Police Force
<b>16</b>	<b>Impact of Decisions</b> (risk management)	<ul style="list-style-type: none"> <li>• Regular communication and reporting to joint supervisors</li> <li>• Keep joint supervisors informed of any requests for advice from other stakeholders in the sector</li> <li>• Maintain a realistic log of work performed in order to monitor mix between direct support and capacity building</li> </ul>
<b>17</b>	<b>Special Conditions.</b>	Must be willing to travel outside Port Vila as required.
	<b>Key deliverables</b>	<ul style="list-style-type: none"> <li>• Review staff manual</li> <li>• Review Code of Conduct for Prosecutors</li> <li>• Support the development of capacity development plans and training materials for the PPO</li> <li>• Support the development of case management processes for PPO which are consistent with any sector-wide approach to case management.</li> </ul>
<b>18</b>	<b>CRITERIA TO BE SELECTED FOR THIS POST</b>	
<b>18.1</b>	<b>Qualification</b>	Law Degree and admission to practice in a relevant jurisdiction
<b>18.2</b>	<b>Special Business Education</b>	Case management (desirable)
<b>18.3</b>	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in case, time and file management and the mentoring and supervision of other litigators</li> <li>• Experience in juvenile justice, gender based violence, methamphetamine drug cases, counter-terrorism, money-laundering and people trafficking.</li> <li>• At least five years experience in litigation relevant to the work of the Vanuatu Public Prosecutor's Office</li> <li>• Ability to mentor and lead from behind</li> <li>• Demonstrated ability to work collaboratively and respectfully in a cross cultural setting</li> <li>• Demonstrated ability to exercise sound professional judgement in sensitive situations</li> <li>• Eligibility to obtain Vanuatu visas</li> <li>• Understanding of and ability to design and implement capacity development and skills transfer activities (desirable)</li> <li>• Understanding of gender and development issues (desirable)</li> <li>• Understanding of law and development issues (desirable)</li> <li>• Previous experience working in Melanesian culture (desirable)</li> </ul>
<b>18.4</b>	<b>Special Skills</b>	<ul style="list-style-type: none"> <li>• Drivers license (desirable)</li> </ul>
<b>18.5</b>	<b>Thinking style</b>	Analytical and practical
<b>18.6</b>	<b>Communication/ Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills</li> <li>• Good interpersonal skills</li> </ul>
<b>18.7</b>	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Tact and negotiation skills</li> <li>• Integrity and transparency</li> <li>• Commitment to skills transfer and effective capacity development</li> <li>• Willingness to consult and work in a multi-disciplinary team</li> </ul>
<b>18.8</b>	<b>Language</b>	English fluency essential Bislama and/or French desirable

## ADVISER TO THE PUBLIC SOLICITOR'S OFFICE

<b>Position Description - Stretem Rod Blong Jastis Partnership</b>			
<b>1</b>	<b>Job title</b>	Adviser, Public Solicitor's Office (PSO) (1 year full time with possible extension) <b>Position may work with children</b>	
	<b>ARF Group/Level</b>	Group D, Level 2	
<b>2</b>	<b>Location</b>	Port Vila, Vanuatu	
<b>3</b>	<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Assist the Vanuatu Public Solicitor's Office (PSO) to continue to meet its current levels of service delivery and to become more self reliant</li> <li>• To facilitate capacity building within the Public Solicitor's Office through mentoring and demonstration of case management, advocacy techniques, court etiquette and methods of preparation</li> </ul>	
<b>4</b>	<b>Key Result Areas (KRAs)</b>	<b>5</b>	<b>Key Performance Indicators.</b>
<b>4.1</b>	PSO maintains current or improved levels of service delivery	<b>5.1</b>	PSO continues to provide competent and professional services
<b>4.2</b>	Increased competence of PSO legal officers and other staff	<b>5.2</b>	<ul style="list-style-type: none"> <li>• Mentoring and capacity building plan for key PSO legal officers and other staff developed in coordination with the Capacity Development technical adviser, approved by supervisors and implemented</li> </ul>
<b>4.3</b>	Improved systems within the PSO	<b>5.3</b>	<ul style="list-style-type: none"> <li>• PSO is managing its workload more efficiently</li> <li>• Staff are aware of and use relevant procedures and systems</li> </ul>
<b>6</b>	<b>Duties and responsibilities</b>		
<b>6.1</b>	Establish a productive working relationship with the Public Solicitor and other staff and advisers within the Public Solicitor's Office		
<b>6.2</b>	Provide support and assistance to the Public Solicitor on office and staff management issues, and executive mentoring, as required.		
<b>6.3</b>	Provide input to the development and implementation of the Public Solicitor's Office's capacity development plans and plans for implementation of the relevant aspects of the Law and Justice Sector Strategy, as appropriate and consistent with any sector wide capacity development strategy.		
<b>6.4</b>	<ul style="list-style-type: none"> <li>• Provide in-house training to the staff of the PSO as required and prepare associated training materials that can be used by other staff members within the PSO to deliver the training</li> </ul>		
<b>6.5</b>	<ul style="list-style-type: none"> <li>• Provide mentoring and guidance to all staff on the management of files and clients</li> </ul>		
<b>6.6</b>	<ul style="list-style-type: none"> <li>• Support legal officers in their developing representational services for the Public Solicitor's Office, educational presentations and the building of links between the office and other bodies within the Vanuatu legal system</li> </ul>		
<b>6.7</b>	<ul style="list-style-type: none"> <li>• Appear in cases on an exceptional basis when requested by the Public Solicitor with his approval and the approval of the Partnership Coordinator and AusAID.</li> </ul>		
<b>6.8</b>	<ul style="list-style-type: none"> <li>• The adviser may assist in and support the provision of advice by the Public Solicitor or his staff but not provide that advice in his/her name as the acting solicitor.</li> </ul>		
<b>6.9</b>	<ul style="list-style-type: none"> <li>• The adviser will review the existing office manual and draft updates to the manual, as required under the supervision of the Public Solicitor.</li> </ul>		
<b>6.10</b>	<ul style="list-style-type: none"> <li>• Provide mentoring and guidance to the junior legal staff within the Public Solicitor's Office on legal matters, including statutory and legal interpretation and the conduct of litigation</li> <li>•</li> </ul>		
<b>6.11</b>	<ul style="list-style-type: none"> <li>• Contribute to reporting and other aspects of partnership management as requested by the Partnership Coordinator particularly in relation to gender equity issues relating to the work of the Project</li> <li>•</li> </ul>		
<b>7</b>	<b>Reports directly to</b>	<b>13</b>	<b>Directly supervises</b>
	Partnership Coordinator and Public Solicitor (joint supervision structure)		Mentoring legal officers, as agreed
<b>8</b>	<b>Frequent Internal Personal Contacts with</b>	<b>14</b>	<b>Occasional Internal Personal Contacts with...</b>
	Legal officers and other staff of the PSO		
<b>9</b>	<b>Frequent External Personal Contacts with...</b>	<b>15</b>	<b>Occasional External Personal Contacts with...</b>
	Other advisers funded under the Project		Public Prosecutors Office
<b>10</b>	<b>Impact of Decisions (risk management)</b>	<ul style="list-style-type: none"> <li>• Regular communication and reporting to joint supervisors</li> <li>• Keep joint supervisors informed of any requests for advice from other</li> </ul>	

		stakeholders in the sector
11	<b>Special Conditions.</b>	Must be willing to travel outside Port Vila as required
12	<b>Key deliverables</b>	<ul style="list-style-type: none"> <li>• PSO training materials</li> <li>• PSO capacity development plan (in cooperation with the capacity development adviser)</li> <li>• Reviewed and amended PSO office manual to the satisfaction of the Public Solicitor.</li> </ul>
12	<b>CRITERIA TO BE SELECTED FOR THIS POST</b>	
12.1	<b>Qualification</b>	Law Degree and admission to practice in a relevant jurisdiction
12.2	<b>Special Business Education</b>	Case management (desirable)
12.3	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Criminal experience particularly with respect to sexual offences, murder/manslaughter and drug offences.</li> <li>• Experience in case management and the mentoring and supervision of other legal officers</li> <li>• At least five years experience in management and deliver of legal aid or other legal work relevant to the work of the Vanuatu Public Solicitor's Office</li> <li>• Ability to mentor and lead from behind</li> <li>• Understanding of and ability to design and implement capacity development and skills transfer activities</li> <li>• Experience in preparation and delivery of adult professional training and development</li> <li>• Demonstrated ability to work collaboratively and respectfully in a cross cultural setting</li> <li>• Demonstrated ability to exercise sound professional judgement in sensitive situations</li> <li>• Eligibility to obtain Vanuatu visa</li> <li>• Understanding of gender and development issues (desirable)</li> <li>• Understanding of law and development issues (desirable)</li> <li>• Previous experience working in Melanesian culture (desirable)</li> </ul>
12.4	<b>Special Skills</b>	<ul style="list-style-type: none"> <li>• Drivers licence (desirable)</li> </ul>
12.5	<b>Thinking style</b>	<ul style="list-style-type: none"> <li>• Analytical and practical</li> </ul>
12.6	<b>Communication/ Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills</li> <li>• Good interpersonal skills</li> </ul>
12.7	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Tact and negotiation skills</li> <li>• Integrity and transparency</li> <li>• Commitment to skills transfer and effective capacity development</li> <li>• Willingness to consult and work in a multi-disciplinary team</li> </ul>
12.8	<b>Language</b>	English fluency essential Bislama and/or French desirable

**ADVISER TO THE STATE PROSECUTORS' DEPARTMENT**

		<b>Position Description</b> <i>Stretem Rod Blong Jastis partnership.</i>	
<b>1</b>	Job title	Adviser, State Prosecutions Department (1 year full time with possible extension)	
<b>2</b>	ARF Group/Level	Group D, Level 2	
<b>3</b>	Location	Port Vila, Vanuatu	
<b>4</b>	Start date	As soon as possible	
<b>5</b>	Length of assignment	From the commencement date until 31 May 2013	
<b>6</b>	Purpose	Assist the State Prosecutions Department (SPD) to improve its standards of service delivery and to become more self reliant	
<b>7</b>	<b>Key Result Areas (KRAs)</b>	<b>8</b>	<b>Key Performance Indicators.</b>
<b>7.1</b>	SPD improves levels of service delivery	<b>8.1</b>	<ul style="list-style-type: none"> <li>• Documented improvement in quality of prosecutions in Magistrates and Island Courts</li> </ul>
<b>7.2</b>	Increased competence of SPD legal officers	<b>8.2</b>	<ul style="list-style-type: none"> <li>• Mentoring and capacity building strategy aligned with the setoral capacity building strategy for key officers is developed, approved by supervisors and implemented</li> </ul>
<b>7.3</b>	Improved systems within the SPD	<b>8.3</b>	<ul style="list-style-type: none"> <li>• SPD is able to manage its workload more efficiently</li> <li>• Staff is aware of and use relevant procedures and systems</li> </ul>
<b>9</b>	<b>Duties and responsibilities</b>		
<b>9.1</b>	Establish and maintain productive and transparent working relationships with the head of the SPD and its staff members.		
<b>9.2</b>	Provide mentoring and guidance to the staff within the SPD in Port Vila and the provinces on litigation and investigation matters.		
<b>9.3</b>	Under exceptional circumstances appear in matters on behalf of the SPD at the request of the head of agency and with the approval of the Partnership Coordinator.		
<b>9.4</b>	Deliver in-house training on litigation and investigation as required by the head of the agency, including practical exercises based on realistic scenarios.		
<b>9.5</b>	Provide input to the development and implementation of the SPD's short as well as medium to long-term capacity development plans consistent with the sectoral capacity development strategy to enhance service delivery and self-sufficiency in an increasingly sustainable way.		
<b>9.6</b>	Support the head of agency to develop an overarching guiding policy for the department with particular emphasis on its approach to juveniles, domestic violence, prosecution of drug-related offences, assault and sexual assault.		
<b>9.7</b>	Once the above overarching policy is developed provide support for the development of a State Prosecutors' Handbook to guide the state prosecutors in their day-to-day work from inception to completion of matters.		
<b>9.8</b>	Advise and assist relevant staff of SPD to improve case management systems in coordination with the case management adviser, other management systems and consistent with the management plans of the sector where relevant		
<b>9.9</b>	Support the head of agency to develop an appropriate police prosecutions curriculum for use for training at the Police College following on from the development of the policy and handbook.		
<b>9.10</b>	As required by the head of SPD, liaise with the Vanuatu Police Force and the Public Prosecutor's Office to support the harmonisation of case tracking systems and capacity		
<b>9.11</b>	Support the implementation of plans and management plans consistent with the direction of Stretem Rod Blong Jastis partnership or the Ministry for Justice and Community Services.		
<b>9.12</b>	Contribute to reporting and other aspects of partnership management as requested by the Partnership Coordinator		