



UNITED NATIONS DEVELOPMENT PROGRAMME
Junior Professional Officer (JPO) JOB DESCRIPTION

I. Position Information

JPO functional title: Transitional Justice and Rule of Law Officer	Grade Level: P-2
Main sector of assignment: Rule of Law, Governance	Contract Type: Fixed-term appointment (JPO)
Detailed sector of assignment: Transitional justice, SDG16	Country and Duty Station: Central African Republic, Bangui
Agency: UNDP	Duty Station status: Non-family
Unit: Rule of Law, Justice and Security team; UNDP Country Office, Central African Republic	Duration of Assignment: 2 to 3-year assignment (one-year fixed-term appointment renewable up to 3 years subject to satisfactory performance, recommendation by respective office and partner country agreement). Extension for a third year, possibly in a different duty station, will depend on availability of financial resources and the candidate's performance.
Reports to: Chief Technical Advisor, Rule of Law, P-5	
Position Status: Non-rotational	

II. Job Purpose and Organizational Context

1. Context and rationale

In the Central African Republic (CAR), significant efforts and progress have been made since 2014 to improve access to justice, the fight against impunity and security sector reform. However, the country still faces persistent impunity, particularly for SGBV, the absence of actors of the criminal justice system outside Bangui, more than 620 cases of recurrent serious human rights violations having been committed between 2003 and 2015, and a precarious security climate, fuelling successive conflicts and violence.

UNDP is working with MINUSCA and other United Nations entities to provide rule of law assistance in CAR to overcome these challenges, contribute to peacebuilding, support the fight against impunity and restore state authority by implementing reforms in the justice and security sectors, with a view to increasing public trust.

Following the signing of the Political Agreement on Peace and Reconciliation in February 2019, UNDP is placing even greater emphasis on transitional justice and victim-centred approaches and access to security and justice services to contribute to peace dividends for the population including support for the operationalization of the Truth, Justice, Reconciliation and Reparation Commission (TRC), a future reparations trust fund and programme for victims, legal clinics in 9 different locations, SGBV prevention and response, as well as targeted perception surveys to measure the populations trust in peace, justice and security, as well as the state and SDG16+ more broadly.

Through the joint and multisectoral program and multiple initiatives, UN assistance to the rule of law in CAR is a flagship example of the approach and impact of the Global Focal Point for the Rule of Law.



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It is in this context, and with a view to expanding its programming in support of the implementation of the justice sector policy and a consolidated approach to the transitional justice process and the rule of law more generally, that UNDP CAR is requesting a JPO.

Job Purpose:

The Transitional justice and rule of law Officer will be part of the UNDP Rule of Law, Justice and Security team in charge of implementing support to justice and security sector reforms and transitional justice. Placed under the direct supervision of the Chief Technical Advisor, and in close collaboration with the justice and security leads in the team, the Transitional justice and rule of law Officer will mainly support the implementation of the transitional justice efforts, i.e. the Truth, Justice, Reparation and Reconciliation Commission (CVJRR by its French acronym) and the promotion of a reparations fund/programme for victims in particular, as well as overall support to access to justice and SDG16+ initiatives.

The Transitional justice and rule of law Officer will be based at the UNDP office in Bangui and will work in close collaboration with all partners involved in the implementation of the Joint Rule of Law Programme.

III. Supervision

Title of Supervisor: Chief Technical Advisor Rule of Law

Content and methodology of supervision:

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO
- Establishment of a work plan, with clear key results
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
- Easy access to the supervisor
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Performance Management Document (PMD)
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties

III. Duties and Responsibilities and Output expectations

Under the overall guidance of the UNDP CAR Chief Technical Advisor on the Rule of Law, and in close collaboration with the justice and security leads within the rule of law programme, the JPO will be responsible for leading the following activities:

1) Support to implementation of the Rule of Law portfolio

- Support the operationalization of the Truth, Justice, Reparation and Reconciliation Commission (CVJRR by its French acronym) and the promotion of a reparations fund/programme for victims,
- Support the coherent engagement of national and local actors in the ordinary and transitional justice sectors, particularly by contributing to complementarity between the Special Criminal Court (SCC), the CVJRR and the



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- ordinary courts, as a contribution to the national and UN strategy in CAR;
- Monitor developments in the transitional justice architecture and provide advice to ensure coordination of these mechanisms with the access to justice activities of the joint programme as well as the interventions of other actors in the field (MINUSCA, INGOs);
 - Strengthen the legal aid and access to justice system in the Central African Republic, particularly through support for the implementation of the Legal Aid Law, support to civil society for the establishment of nine legal clinics in the field (psychosocial, legal and judicial support services for victims of human rights violations) and support for capacity building of the Central African Bar Association.
 - Support the rule of law knowledge sharing effort within the Office;
 - Apply Results-Based Management tools;
 - Ensure the integration of gender dimensions and gender-based violence (GBV) issues into the implementation of all rule of law activities, including collaboration with the Specialized Police Unit on SGBV (UMIRR);
 - Contribute to the formulation of annual work plans; Support the drafting of the periodic reports (quarterly and annual, in particular);
 - Support the conduct of the perception studies on peace, justice and security in CAR with the Harvard Humanitarian Initiative (HHI, more at <http://www.peacebuildingdata.org/research/car>), through the conceptualization of indicators and questionnaires and the coordination of contributions from the international community, the authorities and civil society.
 - Support the use and analysis of the resulting data and reports in national and United Nations strategies, plans and reports, including on Sustainable Development Goal 16 (SD Goal 16);
 - Communication Officer within the UNDP Rule of Law Programme.

2) Contribute to discussions and consultations on the context, challenges and opportunities for UNDP engagement in favor of Transitional Justice, access to justice and SDG16+

- Collect and analyze information on the context, challenges and opportunities for UNDP intervention
- Participate in consultation and coordination meetings between stakeholders.

3) Provide support for the implementation of programmes and the development of new programmes / portfolios,

- Support the programming, planning and technical preparation of interventions (terms of reference, call for proposals , tools / technical support for field activities etc.),
- Depending on needs, carry out / participate in certain field missions
- Ensure the monitoring of activities as well as the review of implementation reports,
- Develop concept notes and / or programme documents

4) Support coordination with other partners in the field,

- Contribute to the preparation and facilitation of consultation and coordination frameworks, in particular meetings on transitional justice,
- Prepare minutes and / or coordination meeting reports and follow up on conclusions / recommendations;
- Participate, where appropriate, in joint field missions

5) Contribute to the reporting and capitalization of experiences and good practices in the implementation of transitional justice, access to justice and SDG16+ in CAR

- Contribute to the preparation of activity and programme implementation reports
- Promote visibility to office's programmatic interventions as well as the capitalization of experiences and good practices in the field of recovery and resilience;
- Produce and implement communication, visibility plan of the activities of the programme, including a documentary on the implementation process of the programme

6) Partnership building, resource mobilisation

- Contribute to building strong partnerships with all actors involved in implementing joint transitional justice



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- efforts, and support UNDP’s positioning in all strategic settings;
- Contribute to resource mobilization capacities with regards to transitional justice activities, by promoting UNDP work, producing appropriate communication material and identifying potential interested financial partners;
 - Maintain good relationship with national and international partners, and ensure capacity building of implementing partners where needed.

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
In this section list all core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level. A Detailed list of competencies can be accessed through the following link:	
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership <i>Ability to persuade others to follow</i>	Level 4: Generates commitment, excitement and excellence in others
People Management <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 4: Synthesizes information to communicate independent analysis
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	
Resilient Recovery Knowledge of resilient recovery and the ability to apply to strategic and/or practical situations	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Rehabilitation, Reintegration and Durables Solutions Knowledge of community-based rehabilitation and reintegration programs and ability to apply in post crisis situations	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Reintegration of IDPs, refugees, returnees Knowledge of methods to reintegrate IDPs, refugees, returnees for early recovery and ability to apply to strategic and/or practical situations	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Resource Mobilization Ability to identify and organize programs and programmes to implement solutions and generate resources (definition is unclear and not well linked to the stated competency)	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Programme Management Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise



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<p>Jobs creation and Livelihoods Knowledge of Employment Creation, Income Generation, emergency employment and the ability to apply to strategic and/or practical situations</p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>
<p>Relationship Management Ability to engage and foster strategic partnerships with other parties, Inter-Agency Coordination and forge productive working relationships</p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>
<p>Monitoring and Evaluation Knowledge of methodologies, assessment tools, systems and apply practical experience in planning, monitoring, evaluating and reporting and ability to apply to practical situations</p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>

V. Recruitment Qualifications

<p>Education:</p>	<p>Master's degree or equivalent Advanced degree in economy, project/programme management, sociology or other relevant areas</p>
<p>Experience:</p>	<ul style="list-style-type: none"> • Two years, ideally three years, of paid professional experience in one of the areas related to justice sector reform, rule of law consolidation and/or the promotion of Human Rights and related themes, including transitional justice, security, and access to justice for women (and victims of GBV) and vulnerable populations; • If possible, an experience in developing countries preferably in the Africa region and post-conflict context • Previous professional experience with the United Nations at the programmatic and technical levels, particularly in Africa in a crisis or post-crisis context, is a major advantage;
<p>Language:</p>	<ul style="list-style-type: none"> • Excellent knowledge of French (oral and written), English an asset
<p>Other desirable skills:</p>	<ul style="list-style-type: none"> • Have a capacity for technical consultation and animation of national and international networks and be able to support a positive working attitude; • Ability to work in an institutional setting with high-level officials as well as with civil society organizations. • Ability to conduct conceptual and strategic analysis and to make sound recommendations, write reports and make presentations • Ability to be discerning in the tasks assigned and ability to work under pressure at times in a stressful and multicultural environment; Pride in the results obtained and ability to meet the deadlines set for the various tasks ; • Demonstrate integrity by following the standard values and ethics of the United Nations; • Demonstrate adaptability and sensitivity to differences in culture, gender, religion, race, nationality and age.

VI. Training and Learning

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following training and



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learning opportunities:

- Participation in a two-week long Programme Policy and Operations Induction Course in New York within the first 3 to 6 months of assignment
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the [online DTTA guide](#)
- Other training and learning opportunities, as presented in the [UNDP JPO Orientation Programme](#)

In addition, the JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office: Hands-on training with senior management on resilience & durables solutions practice in CAR.

VII. Background Information

Information on the receiving office:

The total number of staff members (excluding consultants and other service contractors) in the Country Office is 146 of which 36 are international staff. The Country Office Programme consists in 2 main pillars or units, (i) the democratic governance and rule of law pillar and (ii) Stabilisation Unit, consisting in the Resilience, stabilisation, recovery and Environment work. The JPO candidate will be working within the Stabilisation unit closely with the Programme manager in charge, but under the direct supervision of the Deputy Resident Representative/Programme, who co-leads the Durable Solutions Working Group.

The context of the work is as follows:

The Central African Republic (CAR) has demonstrated positive and encouraging commitments and progress in strengthening the rule of law, implementing justice and security sector reforms, transitional justice, and providing services to the population, including on SGBV. The year 2020, as everywhere else in the world, was marked by the COVID19 pandemic, which arrived in the CAR in March with the first imported case before local transmission, and which required solid and rapid actions for response and prevention; especially at the level of the Internal Security Forces for compliance with the security measures established in connection with COVID, and in the prison sector to protect detainees and staff, but also impacting judicial work and the implementation of activities in general. In addition, 2020 was marked by the preparations for the presidential and legislative elections, held on December 27 in a very unstable political and security context, attracting the attention and focus of decision makers and the international community, and of the programme's national partners in particular, most notably the ISF.

In terms of integrated UN joint programmatic support for strengthening the rule of law, 2020 is the first year of implementation of the Rule of Law 2020 - 2023 project. Being the umbrella program for several projects, it encompasses results on justice and transitional justice, the security sector and ISF, women's access to justice and security and the fight against SGBV and conflict-related sexual violence, as well as prison sector reform.

It is through support to advocacy for and the development and implementation of several key documents that set priorities in the rule of law sector in the coming years that the portfolio has achieved significant results: support to the justice sector for the implementation of the Justice Sector Policy 2020 - 2024 and the operationalization of its coordination mechanisms; the enactment of the law on the Truth, Justice, Reconciliation and Reparations Commission (CVJRR) and support to the Selection Committee for Commissioners (11 members, including 5 women) who were appointed by decree on December 30; the implementation of the law on legal aid and the drafting of its implementing legislation; the implementation of the community policing policy with the development of the curriculum and a training cycle; the development of a ministerial plan to mainstream gender within the ISF; decrees on the Preparatory Committee for criminal sessions (trials) also strengthening the complementarity between the ordinary courts and the Special Criminal Court; among others.

New legal clinics have been opened and are now operational providing legal aid services in 9 localities with lawyers,



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psychosocial agents and paralegals in Bangui, Bossangoa, Boda, Sibut, Nola, Carnot, Berberati, Bouar and Bangassou. They are managed by the Association of Women Lawyers of the Central African Republic (AFJC), in collaboration with the Network of Human Rights NGOs, in order to be able to broaden the scope of awareness raising with the communities. De facto these clinics contribute to the implementation of the Central African model of legal aid, with NGOs providing services and collecting information where the state cannot yet do so, an aspect taken into account in the operationalization of the legal aid law and coordination between actors in the field of access to justice. Mobile court hearings were supported in Beloko in order to bring formal justice closer to the people.

In addition, and in view of the imminent operationalization of the CVJRR following the appointment of the 11 Commissioners, including 5 women on December 30, a study was launched on the modalities and options for reparations in CAR, in order to inform the work of the future CVJRR and the reparations program for victims.

The programme continues its partnership with the Harvard Humanitarian Initiative for perception surveys. Regular polls since 2017 show increased trust in the state and peacebuilding efforts, as well as increased sense of security and access to justice. The February 2020 poll shows, for example, that 83 percent of Central Africans want perpetrators of crimes committed during the conflict to be tried, with 89 percent wanting CAR-based courts to deal with violations suffered during the conflict (49 percent regular courts, 40 percent SCC, 10 percent ICC). 76% of the population considers that the formal justice sector has improved in the last 12 months. And while, due to the general security context, only 47% of the population feels safe, trust in security actors has increased to 61% for the police and 68% for the gendarmerie. This is probably due to the support provided to the internal security forces. These data not only reveal the priorities to be established or pursued in the implementation of policies and programs by providing evidence and data to national authorities and the international community, particularly on SDG16+, but also inform on the impact of the programme's activities.

It is in this very dynamic context that the JPO Candidate will work and make the most of his or her experience in the country, be it within the UNDP office, but also outside, dealing with partners and engaging in field work.

Organization chart: Attach an up-to-date **organization chart** of the office and indicate where the JPO would be assigned.

Attached

Living conditions at the Duty Station: In Bangui, the capital city all UN and UNDP staff leave in/around 1st, 2nd and 7th Arrondissement a residential and safe area. It takes not more than 15 to 30 minutes to get to our Office. For safety reason all international staff are picked daily by UNDP cars from their house to the Office. Housing: Apartment/house depends also to the taste of the staff and the availability of them at the time the staff is looking for accommodation. In Bangui, there is no ceiling for the housing. The prices are from 1000 USD to 3500 USD. Bangui capital city of CAR. The cost of living is medium Security and safety: The security situation remains calm in Bangui but volatile in the remain part of the country due to the presence of various armed groups and intercommunity conflicts in the areas.

Smoking/Non-Smoking environment (as applicable): Non smoking