



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. POSITION INFORMATION

Job Title: Project Coordinator  
Supervisor: GPC for Justice Coordinator

### II. CONTEXT

Modernizing the justice sector is a top priority of the government of Libya and in particular addressing the need for a more efficient judicial system and legal processes. To this end, UNDP and the Libyan government are collaborating on a three year long project to modernize the justice sector by improving access to justice for citizens through the improvement of procedures within the court system for more efficient administration of justice in Libya. The project document would therefore apply a comprehensive approach to justice sector modernization involving

- Enhancing institutional and human resource capacity and court operations of the judicial sector
- Strengthening and upgrading access to legal materials, information and knowledge for those working in legal profession.
- Increasing awareness of judicial information and legal rights for the general public
- Enhancing access of women and economically vulnerable groups to justice
- Ensuring the sustainability of reform and modernization process

### III. FUNCTIONS/ KEY RESULTS EXPECTED

Increasing access to justice for citizens through modernization of court procedures through automation of two pilot courts is one of the main objectives of the project. A national project manager in the field of justice modernization is being recruited for this project. He/she will be under the overall supervision of the Project Board and specific supervision of GPC for Justice and will coordinate with the project advisory committee. The CTA shall report to the Project Board.

The CTA/project manager will have the following key duties and responsibilities:

1. In close consultation with the GPC for Justice and UNDP the project manager shall have responsibility for day to day management of the 1<sup>st</sup> phase of project activities in accordance with the agreed work plan.
  - in consultation with the GPC for Justice and UNDP the project manager shall have the responsibility for coordinating the set up of the national teams of the two pilot courts in line with the project document
  - Plan and organize the development of guidelines, ToRs of the two national teams for the two pilot courts.
  - The CTA/project manager shall have the responsibility for the preparation and revision of annual work plans to be approved by the project board.
  - In close consultation with UNDP and GPC for Justice, the CTA will be responsible for preparing and coordinating project review meetings involving relevant stakeholders to assess and review status of project.
  - Provision of quarterly progress reports and any additional reports as may be required by the project board to assess progress against work plan and output targets.
  - Ensure effective implementation of the project annual work plan, budgeting, resource allocation, workload management, and performance assessment, as well as training of selected officials on programme and project management.
  - Maintaining communication with different stakeholders on the project
  - Developments and activities.

#### IV. COMPETENCIES:

1. Excellent interpersonal and communication skills and positive attitude towards working with host country national staff and government officials
2. Experience in the implementation of development projects and overseeing budgets
3. Experience working in a multi-cultural environment
4. Sound judgment, flexibility and adaptability, cultural and gender sensitivity
5. Strong Arabic and English language skills, both written and spoken
6. Proficiency in using standard office computer applications
7. Extensive knowledge and experience in working closely with key legal sector agencies (Ministry of Justice, Supreme Court, Public Prosecutor)
8. Understanding of and experience in the reform and development of legal systems
9. Knowledge of UNDP and its mandate for legal sector reform and access to justice and human rights

#### V. RECRUITMENT QUALIFICATIONS:

Education	A postgraduate degree in Law
Experience	At least fifteen years of working experience in the legal field, and at least 5 years of working experience in developing countries
Language Requirements	Strong Arabic and English language skills, both written and spoken