



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Judicial Strengthening Project (JUST)
Job Code Title : National Expert: Training
Number of Position : 01
Post Classification : SC
Proposed Grade : SB4
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh and the Supreme Court. There is increasing demand for improvements in the administration of timely affordable, timely and equitable justice. One of the key constraints facing the judiciary is the large case backlog of around 1.8 million cases. The backlog is placing considerable pressure on the court system and is hampering access to justice. It is also symptomatic of a number of other issues, including complex procedures and a lack of effective case management. The Supreme Court has requested UNDP to support the Judiciary to strengthen its capacity to administer the court system and reduce the case backlogs. A reduction would provide a sustainable foundation to improve access to justice to the public, especially, vulnerable groups such as the poor, women and children. The project, known as JUST (Judicial Strengthening), will focus on four outputs:

1. Improved case management in the Supreme Court;
2. Improved strategic planning and administrative capacity of the Supreme Court;
3. Three district courts deliver improved services for court users; and
4. Strengthened training capacity on case-management.

FUNCTIONS/KEY RESULTS EXPECTED

Functions: the Expert will lead component four of the project under the close supervision of the Chief Technical Adviser: Strengthened training capacity on case-management. This will include a range of activities such as

- Improving curriculum development structures by reviewing the existing structures and processes by which judicial training is imparted;
- Working together with the Judicial Training Institute to review existing curriculum to see if it can be improved in the areas of ethics, human rights, gender, court administration; case-flow management. Identifying key areas of change and supporting technical changes to curriculum and training methods;
- Undertake an assessment of the quality of current training methods and develop training of trainers programmes;
- Create training plans and curriculum for case management committees that can be institutionalised through JATI. Support the Chief Technical Adviser in imparting training.
- Review the roles of court staff and current training need. Design training for court staff that can be institutionalized;
- Work with the ICT expert and national firms and JATI to design and implement basic ICT training.

Key results: The Expert will build stronger awareness of case and court management especially with the Judicial Training Academy, Trainers, case-management committees and court staff. Stakeholders will also benefit from improved basic ICT skills. The Adviser will also prepare new and updated curriculum.

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and results oriented approach to work

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP managers, government officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to analyse situations and act accordingly
- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery: excellent project oversight functions, including audit, accurate and thorough risk assessment
- Ability to implement new systems and affect staff behavioural/ attitudinal change

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example: Excellent knowledge of capacity building theory and the application of methodology: good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities, ability to get capacity built, excellent ability to demonstrate national capacities built (mastery of the tools and their application)
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with all UN/UNDP staff, and project staff.

RECRUITMENT QUALIFICATIONS

Education	Masters degree in law, education or a relevant social science;
Experience	<ul style="list-style-type: none">• At least 3 years practical experience leading training and capacity building initiatives;• Experience working with development partners;• Proven experience designing and implementing training programmes, experience working with justice sector stakeholders, especially judges and lawyers strongly preferred;• Excellent written and oral communication;• Experience managing a small budget and reporting against results.
Language	Working level English and Bangla required.





**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Judicial Strengthening Project (JUST)
Job Code Title : National Expert (ICT)
Number of Position : 01
Post Classification : SC
Proposed Grade : SB3
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh and the Supreme Court. There is increasing demand for improvements in the administration of timely affordable, timely and equitable justice. One of the key constraints facing the judiciary is the large case backlog of around 1.8 million cases. The backlog is placing considerable pressure on the court system and is hampering access to justice. It is also symptomatic of a number of other issues, including complex procedures and a lack of effective case management. The Supreme Court has requested UNDP to support the Judiciary to strengthen its capacity to administer the court system and reduce the case backlogs. A reduction would provide a sustainable foundation to improve access to justice to the public, especially, vulnerable groups such as the poor, women and children. The project, known as JUST (Judicial Strengthening), will focus on four outputs:

1. Improved case management in the Supreme Court;
2. Improved strategic planning and administrative capacity of the Supreme Court;
3. 3 district courts deliver improved services for court users; and
4. Strengthened training capacity on case-management.

FUNCTIONS/KEY RESULTS EXPECTED

Working across the project, the ICT expert will under the guidance of the Chief Technical Adviser undertake the following functions:

- Work with a firm to design and establish a scalable case database for the Supreme Court and pilot locations. This includes working with the firm who will manage design, data entry and support;
- Support ICT procurement for sustainable, basic and cost-effective ICT for the Registrar's Office, Supreme Court and Pilot locations;
- ICT Needs Assessment, including business process mapping for the Supreme Court and pilot locations;
- Ensure sustainability of all ICT interventions including early programming of operational costs and support into the Supreme Court budget;
- Support the design of basic ICT training for court staff, administrators and judges;
- Assessing ICT needs of pilot locations against simple cost effective and sustainable models.

The key results expected will be the establishment of a case-database in the Supreme Court; presentation of information to guide evidence based planning; pilot courts and stakeholders are equipped with fit-for-purpose knowledge and equipment to support case-management reforms. All work will focus on the Supreme Court and pilot locations; however, the overall goal is to create systems and structures that can be scaled up across the country. An ICT Master Plan for the Supreme Court guided by business mapping processes is required.

IMPACT OF RESULTS

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The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and results oriented approach to work

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to analyse situations and act accordingly
- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery: excellent project oversight functions, including audit, accurate and thorough risk assessment
- Ability to implement new systems and affect staff behavioural/ attitudinal change

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example: Excellent knowledge of capacity building theory and the application of methodology: good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities, ability to get capacity built, excellent ability to demonstrate national capacities built (mastery of the tools and their application)
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with all UN/UNDP staff and project staff.

RECRUITMENT QUALIFICATIONS

Education	<ul style="list-style-type: none"> • Minimum Bachelor's Degree in Computer Science, Computer Engineering, Information Technology, Industry Certifications or relevant academic discipline from a well-reputed university; • Certification on Oracle Certified Professional or Similar industry certification, Microsoft Certified System Engineer; • Cisco Certified Engineer (Network Optimization) is desirable
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Experience	<ul style="list-style-type: none">• 5 years' experience working on a range of ICT issues including the design and implementation of ICT initiatives;• Proven experience working with justice sector stakeholders on ICT for development initiatives;• Demonstrated ability to draft business cases and support strategic planning for ICT development, taking a full-life-cycle approach which includes operational and sustainability issues;• Understanding of the role that ICT can play in the administration of justice and e-governance;• Strong practical experience on Database Administration, Management, Maintenance and Performance Tuning;
Language Ability	English, Bangla and Binary.





**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Judicial Strengthening Project (JUST)
Job Code Title : Communications Officer (Communication for Development)
Number of Position : 01
Post Classification : SC
Proposed Grade : SB3
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh and the Supreme Court. There is increasing demand for improvements in the administration of timely affordable, timely and equitable justice. One of the key constraints facing the judiciary is the large case backlog of around 1.8 million cases. The backlog is placing considerable pressure on the court system and is hampering access to justice. It is also symptomatic of a number of other issues, including complex procedures and a lack of effective case management. The Supreme Court has requested UNDP to support the Judiciary to strengthen its capacity to administer the court system and reduce the case backlogs. A reduction would provide a sustainable foundation to improve access to justice to the public, especially, vulnerable groups such as the poor, women and children. The project, known as JUST (Judicial Strengthening), will focus on four outputs:

1. Improved case management in the Supreme Court;
2. Improved strategic planning and administrative capacity of the Supreme Court;
3. 3 district courts deliver improved services for court users; and
4. Strengthened training capacity on case-management.

FUNCTIONS/KEY RESULTS EXPECTED

Under the supervision of the Chief Technical Adviser the Communications Officer will undertake the following functions:

- Overall responsibility for the timely promotion of project outcomes and activities to external and internal stakeholders including the media to ensure quality visibility. This will include initiation of creative communication strategies and products;
- Management of programme's communications, creation of promotional material and stakeholder networking related matters to support all programme components in their communication needs. This will include managing media relations, maintaining networks of contacts (media, civil society groups and other stakeholders), devising and producing a wide range of promotional material related to the programme and ensuring a consistent corporate message is communicated to the wider public;
- Manage an external and internal communications strategy across the programme;
- Develop a comprehensive set of communication tools to develop a high quality corporate identity for the programme to enhance exchange, flows of information with peers and stakeholders and ensure media stakeholder relations are maintained throughout the programme cycle;
- Design and manage a framework for internal communications within the judiciary court staff and different levels of judges)
- Design and manage a framework for external communications with the media, public and stakeholders;
- Advise the individual who is nominated spokesperson of the programme to deal and speak directly with the media that will ensure consistent messaging;
- Liaise with staff to collect and package material for promotional and public information based purposes to communicate the programme's news to stakeholders;
- Assist the programme in highlighting key messages and identifying suitable strategies to package and deliver these messages promoting the outcomes and activities;

- Ensure consistency of all messaging with UNDP's global corporate identity and ethical values;
- Carry out any other activities related to this position and the programme.

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong administrative skills and results oriented approach to work

Development and Operational Effectiveness

- Ability to effectively support in strategic planning, results-based management and reporting

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example: Excellent knowledge of capacity building theory and the application of methodology: good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities, ability to get capacity built, excellent ability to demonstrate national capacities built (mastery of the tools and their application)
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building

X. RECRUITMENT QUALIFICATIONS

Education	Bachelors degree in marketing, advertising, or a relevant social science
Experience	<ul style="list-style-type: none">• Minimum 5 years of experience working in the communications industry and/or public relations; in marketing, media management or public information campaigns;• Knowledge and experience of working with media stakeholders, civil society organisations and other stakeholders and organising high profile events and promotional campaigns;• Excellent written and oral communication skills;• Proficient in using media products; and• An understanding of communications for development would be valuable.
Language	Excellent English and Bangla





**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Judicial Strengthening Project (JUST)
Job Code Title : Project Officer
Number of Position : 01
Post Classification : SC
Proposed Grade : SB3
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh and the Supreme Court. There is increasing demand for improvements in the administration of timely affordable, timely and equitable justice. One of the key constraints facing the judiciary is the large case backlog of around 1.8 million cases. The backlog is placing considerable pressure on the court system and is hampering access to justice. It is also symptomatic of a number of other issues, including complex procedures and a lack of effective case management. The Supreme Court has requested UNDP to support the Judiciary to strengthen its capacity to administer the court system and reduce the case backlogs. A reduction would provide a sustainable foundation to improve access to justice to the public, especially, vulnerable groups such as the poor, women and children. The project, known as JUST (Judicial Strengthening), will focus on four outputs:

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FUNCTIONS/KEY RESULTS EXPECTED

The Project Officer will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

- As directed by the Chief Technical Adviser, provide support to the component leaders in organizing workshops, seminars, conferences, dialogues and other interactions in terms of material preparation, logistical arrangements, minutes preparation, collection and dissemination of relevant information;
- Maintain close liaison with UNDP Democratic Governance Cluster on administrative tasks;
- Provide necessary support to short-term consultants to ensure their delivery of their tasks;
- Support preparation of the annual, quarterly progress reports and assist with monitoring and evaluation of the project implementation. Including support preparation of monitoring and evaluation reports based on information obtained from different layers of project implementation;
- Assist preparation of work plans. Ensure completion of activities in the annual work plan on time and within budget according to UNDP and Government policies and procedures;
- Ensure regular support, follow-up and monitoring of the planning, development and implementation of project activities with special consideration for gender and vulnerability issues;
- Managing routine communication with project stakeholders.
- Assisting during PSC and PIC meetings in preparing materials and in taking the meeting minutes; and
- Any other additional tasks and responsibilities defined by the Chief Technical Adviser.

IMPACT OF RESULTS

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- Ability to implement new systems and affect staff behavioural/ attitudinal change

Knowledge Management and Learning

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- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with all UN/UNDP staff, and project staff.

RECRUITMENT QUALIFICATIONS

Education	Bachelors degree in Social Science preferably in Public Administration, Political Science, Business Administration, Development Administration, International Relations or Public Policy.
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Experience	<ul style="list-style-type: none">• At least 5 years project management experience preferably in the field of access to justice;• Experience working for development projects or organisations, experience with UN/UNDP projects would be an asset;• Good knowledge of government machineries in managing projects;• Experience in managing learning events;• Sound computer proficiency essential.
Language	Working level English and Bangla





UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

X. POSITION INFORMATION

Project name	: Judicial Strengthening Project (JUST)
Job Code Title	: Monitoring and Evaluation Officer
Number of Position	: 01
Post Classification	: SC
Proposed Grade	: SB3
Duty station	: Dhaka
Duration of contact	: One year with possibility of extension
Source of Funding	: Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh and the Supreme Court. There is increasing demand for improvements in the administration of timely affordable, timely and equitable justice. One of the key constraints facing the judiciary is the large case backlog of around 1.8 million cases. The backlog is placing considerable pressure on the court system and is hampering access to justice. It is also symptomatic of a number of other issues, including complex procedures and a lack of effective case management. The Supreme Court has requested UNDP to support the Judiciary to strengthen its capacity to administer the court system and reduce the case backlogs. A reduction would provide a sustainable foundation to improve access to justice to the public, especially, vulnerable groups such as the poor, women and children. The project, known as JUST (Judicial Strengthening), will focus on four outputs:

1. Improved case management in the Supreme Court;
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4. Strengthened training capacity on case-management.

FUNCTIONS/KEY RESULTS EXPECTED

The Monitoring and Evaluation Officer will assist the Chief Technical Adviser by measuring project activities, outputs and outcomes against agreed targets. The Officer will also work with Government counterparts to improve M&E of the judiciary. Key functions include:

- Oversee the undertaking of, large scale evaluations including: baseline surveys, performance evaluations;
- Collect, enter and analyze different data related to project implementation and socio-economic conditions of the project area;
- Participate in annual project reviews and planning workshops and assist the Chief Technical Adviser in preparing relevant such as quarterly and annual reports;
- Support monitoring and evaluation of the effects and impact of the project;
- Organize and conduct training on M&E for project and judicial staff;
- Monitor all project activities, expenditures and progress towards achieving the project output;
- Recommend further improvement of the logical frame work;
- Monitor the likely sustainability of the project's results;
- Develop guidelines and monitoring and evaluation plan for the project and case-management committees;
- Visit the project site(s) regularly and provide regular monitoring reports;
- Provide inputs, information and statistics for quarterly, annual and other reports to Project Management and UNDP;
- Prepare reports on the findings and lessons learned from project innovations;
- Prepare reports to donors on project activities and achievements;
- Perform other related duties and responsibilities as required.

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and results oriented approach to work

Development and Operational Effectiveness

- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to implement new systems and affect staff behavioural/ attitudinal change

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example: Excellent knowledge of capacity building theory and the application of methodology; good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities, ability to get capacity built, excellent ability to demonstrate national capacities built (mastery of the tools and their application)
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with all UN/UNDP staff and project staff.

RECRUITMENT QUALIFICATIONS

Education	Bachelor Degree preferably with major in Management, Public Administration or a relevant social science
Experience	<ul style="list-style-type: none"> • At least 3 years experience in monitoring and evaluation in development project activities, preferably in donor supported projects • Understanding of how to measure the success of projects working in the justice sector; • Ability to analyse the operating environment and its impact on project success • Experience in working with UNDP would be an advantage • Excellent ICT and computer skills • Research background will be an added advantage
Language	Excellent written and oral Bangla and English



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

XI. POSITION INFORMATION

Project name	: Judicial Strengthening Project (JUST)
Job Code Title	: Administration and Finance Officer
Number of Position	: 01
Post Classification	: SC
Proposed Grade	: SB3
Duty station	: Dhaka
Duration of contact	: One year with possibility of extension
Source of Funding	: Project

II. ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh and the Supreme Court. There is increasing demand for improvements in the administration of timely affordable, timely and equitable justice. One of the key constraints facing the judiciary is the large case backlog of around 1.8 million cases. The backlog is placing considerable pressure on the court system and is hampering access to justice. It is also symptomatic of a number of other issues, including complex procedures and a lack of effective case management. The Supreme Court has requested UNDP to support the Judiciary to strengthen its capacity to administer the court system and reduce the case backlogs. A reduction would provide a sustainable foundation to improve access to justice to the public, especially, vulnerable groups such as the poor, women and children. The project, known as JUST (Judicial Strengthening), will focus on four outputs:

1. Improved case management in the Supreme Court;
2. Improved strategic planning and administrative capacity of the Supreme Court;
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4. Strengthened training capacity on case-management.

III. FUNCTIONS/KEY RESULTS EXPECTED

The Administration and Finance officer will work under the overall guidance and direct supervision of the Operations Manager. The Officer will be responsible for providing support in the efficient and effective implementation of financial and administrative issues of the project. This includes the following functions:

- Prepare strategic operational plan for the project including the annual and quarterly work plan;
- Closely work with UNDP program cluster to fulfil NEX Advance and other financial reporting requirements;
- Monitor quarterly financial expenditures and develop strategy for smooth implementation of the work plan;
- Regularly update the Project Manager/Project Director about the progress of the project and supervise financial monitoring and procurement matters;
- Prepare periodic accounting records, maintain delivery records and make programme transactions.
- Maintain inventory of programme assets;
- Logistic support to workshop/seminar and other programme activities;
- Prepare draft budget revisions, shadow budgets, budget reprisal, cost sharing and other financial and accounting reports;
- Provide assistance to Operations Manager to monitor of timely submission of reports;
- Prepare financial requests and expenditure statement as and when required;
- Develop procurement plan as per the project's procurement requirement;
- Ensure timely procurement of goods, services and civil works;
- Develop SOP on procurement to ensure compliance with rules & regulations, efficiency and transparency;

- Ensure that UNDP procurement guidelines are followed for the relevant procurement;
- Prepare quarterly procurement reports for Supreme Court and UNDP;
- Provide assistance to the project management in monitoring and evaluation and reporting on program progress in line with UNDP Results Orientation Monitoring and Evaluation framework;
- Manage risks and assess on an ongoing basis, the availability of resources for redeployment due to emerging opportunities and/or unforeseen need;
- Any other relevant tasks.

V. IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

V. COMPETENCIES

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates strong administrative skills and results oriented approach to work

Development and Operational Effectiveness

- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery: excellent project oversight functions, including audit, accurate and thorough risk assessment

Knowledge Management and Learning

- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with all UN/UNDP staff.

VI. RECRUITMENT QUALIFICATIONS

Education	Master's Degree or equivalent in Business Administration, Public Administration, Finance, Economics or related field.
Experience	<ul style="list-style-type: none">• Minimum 3 years of relevant experience in providing management advisory services; managing project budget and finance, managing staff and operational systems and establishing inter-relationships among international organization and national governments;• Experience in the usage of computers and office software packages, experience in handling of web based management systems;• Experience in security management would be an advantage;• Experience in working with UNDP would be an advantage;• Professional Training on procurement, enterprise risk management and exposure to public procurement regulation would be considered positively.
Language Ability	Working level English and Bangla





**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Judicial Strengthening Project (JUST)
Job Code Title : Driver/Messenger
Number of Position : 01
Post Classification : SC
Proposed Grade : SB1
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh and the Supreme Court. There is increasing demand for improvements in the administration of timely affordable, timely and equitable justice. One of the key constraints facing the judiciary is the large case backlog of around 1.8 million cases. The backlog is placing considerable pressure on the court system and is hampering access to justice. It is also symptomatic of a number of other issues, including complex procedures and a lack of effective case management. The Supreme Court has requested UNDP to support the Judiciary to strengthen its capacity to administer the court system and reduce the case backlogs. A reduction would provide a sustainable foundation to improve access to justice to the public, especially, vulnerable groups such as the poor, women and children.

FUNCTIONS/KEY RESULTS EXPECTED

- Provision of reliable and secure driving services
Ensures provision of reliable and secure driving services by a) driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items and b) meeting official personnel and visitors at the airport, visa and customs formalities arrangement when required
- Proper use of vehicle
Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
- Day-to-day maintenance of the assigned vehicle
Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc
- Availability of documents/ supplies
Ensures availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts.
- Support to deliver documents as and where required
Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:**Management and Leadership**

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and results oriented approach to work

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to analyse situations and act accordingly
- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery: excellent project oversight functions, including audit, accurate and thorough risk assessment
- Ability to implement new systems and affect staff behavioural/ attitudinal change

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example: Excellent knowledge of capacity building theory and the application of methodology: good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities, ability to get capacity built, excellent ability to demonstrate national capacities built (mastery of the tools and their application)
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with all UN/UNDP staff, and project staff.

RECRUITMENT QUALIFICATIONS

Education	Minimum SSC passed or higher education is preferred. Computer literacy is an added qualification. The incumbents must have valid heavy/light driving license and good knowledge of Bangladesh.
Experience	<ul style="list-style-type: none"> • Minimum 5 years experience as driver; • The candidates must have adequate knowledge and skills in minor vehicle repair and demonstrative initiative and sound judgment is desired.
Language	Working knowledge of Bangla and English required.