



TERMS OF REFERENCE

- A. **Job title:** Project Manager, Strengthening the Capacities of the Ministry of Justice of Montenegro and Reform of the Legal Aid System: Creating an Effective and Sustainable System of Providing Legal Aid
- B. **Post Reference:** MNE/10/019
- C. **Type of Position:** National
- D. **Contract Type:** Service Contract
- E. **Duty Station:** Podgorica, Montenegro
- F. **Duration of appointment:** 8 months, with possible extension
- G. **Deadline for Application:** 18 April, 2010

H. Background

The importance of reform in the justice sector in Montenegro is the driver of a broader set of democratic reforms and is critical to bringing about the desired sector reforms. UNDP Montenegro assisted the Ministry of Justice of Montenegro in the preparation of the Action Plan for the Implementation of the Strategy for the Reform of Judiciary – a roadmap for the advancement of the Montenegrin judiciary, which aims to transform this key system so as to become fully responsive to the needs of citizens by 2012.

Having in mind the importance of the implementation of the Action Plan for the Reform of the Judiciary, UNDP has formulated the UNDP Judicial Reform Programme, consisting of three projects in the area of the judiciary:

1. Strengthening the Capacities of the Ministry of Justice of Montenegro;
2. Reform of the Legal Aid System in Montenegro: Creating an Effective and Sustainable System of Providing Legal Aid, and
3. Strengthening Capacities of the Ministry of Justice to Fight Corruption and Organized Crime.

These three projects correspond to three areas of intervention in the judiciary: Independence of the Judiciary, Access to Justice and Anti-corruption policies.

In accordance with the above mentioned and in order to continue the support to the judicial reform process in Montenegro, UNDP Montenegro intends to engage a national Project Manager for the following two projects:

I Strengthening Capacities of the Ministry of Justice of Montenegro:

The project "Strengthening the capacities of the Ministry of Justice of Montenegro" is structured around five pillars that, taken together, are believed to represent the foundation of a well-functioning Ministry of Justice. It is expected that, when the project implementation is finished, the following results will be achieved:

- The Ministry will be a more effective and efficient institution;

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- The managerial and operational capacity of the Ministry's leadership and staff will be improved, so as to increase their proficiency;
- A contribution will be delivered to the improvement of the technical knowledge regarding the challenging issues of EU integration and international legal assistance/co-operation;
- Reliance of the Ministry's staff on the IT benefits will be raised;
- The Ministry's interaction with the media and the public at large will be increased, thereby making the Ministry a more transparent institution.

II Reform of the Legal Aid System in Montenegro: Creating an Effective and Sustainable System of Providing Legal Aid

The goal of this project is to establish an effective, efficient and affordable state-funded and run legal aid system in Montenegro. Through the creation of such a system, Montenegro will enable access to justice for those currently unable to afford legal services and therewith fulfill its obligations under international human rights laws.

It is expected that after the Law on free legal aid will be adopted the infrastructure for its implementation will be established and staff for dispersing free legal aid trained so that Montenegro builds an efficient system for the provision of free legal aid services, whose sustainability and further development would be ensured by the allocation of state resources.

I. Organizational setting:

The Project Manager will be based, together with the Judicial Reform Programme team, in the Ministry of Justice of Montenegro, and will work under the direct supervision of the Programme Manager. The incumbent will be responsible for overall implementation of the two projects: *Strengthening the Capacities of the Ministry of Justice of Montenegro* and *Reform of the Legal Aid System - Creating an Effective and Sustainable System of Providing Legal Aid*, through managing day-to-day projects' activities, and coordinating with the Programme Manager to ensure efficient delivery of the envisaged projects' outputs.

J. Job content:

Under the direct supervision of the Programme Manager of UNDP Judicial Reform Programme, Project Manager will be responsible for ensuring that the two assigned projects are efficiently managed to fulfill their mission and objectives as set out in their respective projects' documents and projects' implementation plans, and in accordance with the UNDP standards and best practices. In performing this general responsibility, the incumbent will be required to carry out the following main tasks on a regular basis:

(1) Manage day-to-day projects' activities:

- Prepare implementation action plans for the two assigned projects, organize project team and assign tasks, monitor progress on a regular basis;
- Assist in identifying relevant sources of expertise for project/activity implementation;
- Review official documents and communications;
- Advise Programme Manager on potential adjustments of actions and procedures in the light of changing requirement and needs; recommend approaches to donors in terms of resource mobilization.
- Conduct regular monitoring of the relevant events and/or subject in the local media.

(2) Supervise delivery of outputs provided by the two assigned projects and ensure quality and timeliness of reporting and data production:

- Ensure that work plans are prepared and updated on time and reflect projects' objectives and outputs;
- Ensure timely coordination and implementation of recruitment and deployment of experts to support projects' implementation;

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- Manage procurement of goods and services under the two assigned projects and ensure on-time delivery to recipient institutions;
- Monitor implementation progress and ensure quality and timely reporting to projects' partners;
- Promote projects' visibility;
- Ensure the establishment and maintenance of complete accounting records of all projects' activities (budget, commitments, expenditures, income);
- Provide necessary back-up support to consultants in connection with the project outputs;
- Be responsible for all assets purchased and used under the project;
- Hold primary responsibility for managing the resources being spent i.e. approve requisitions and requests for non PO payments.

(3) Ensure overall implementation/delivery of other different aspects of the two assigned projects:

- Prepare meetings with project main partners: relevant judicial stakeholders and relevant international and local partners, authorities at the appropriate level, Government, NGOs and donors;
- Facilitate contacts and promote information exchange on the issues involved with political parties, local authorities, universities, research institutions, and NGOs;
- Maintain files relevant to the project, undertake searches for information and prepare abstracts and reports; collect and compile information necessary for briefings, and prepare draft briefings for meetings and visits, take minutes from the meetings;
- Provide support in the organization of seminars, workshops and conferences; ensure provision of adequate secretarial and interpretation facilities;
- Draft correspondence, facsimile, memoranda and reports from oral instructions, previous correspondence or other available information sources and ensure follow-up.

(4) The incumbent will make sure that the programme takes account of principal components of communications/advocacy campaigns in order to:

- Keep target publics informed about programme's progress;
- Make sure that outputs produced find adequate recognition;
- Encourage positive participation and building and sustaining of political commitment.

The incumbent will also work to ensure that the programme includes evaluations of the projects impact in terms of learning and behavior change.

K. Competencies:

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Knowledge Management and Learning

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- Actively works towards continuing personal learning and development in one or more Practice Areas related to governance, acts on learning plan and applied newly acquired skills.
- Seeks and applies knowledge, information and best practices from within and outside of UNDP.

Development and Operational Effectiveness

Ability to lead strategic planning, results-based management and reporting;

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- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources;
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis and reporting.

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills.

L. Qualifications and Experience:

- University degree in law or social sciences; Advanced University degree is an advantage.
- Minimum 4 years of relevant management experience in an international organization, government institution, or an NGO.
- Extensive knowledge of the judicial reform process in Montenegro.
- Knowledge of the current Montenegrin governing institutions and practices and demonstrated capacity to approach them creatively and promote change; knowledge of concepts and methods of change management.
- Extensive knowledge of the EU and CoE standards;
- Experience in judiciary service reforms and/or donor-funded project management;
- Proven ability to think strategically, to express ideas clearly and concisely, to work both independently and in teams, to demonstrate self-confidence combined with sensitivity to gender and culture.
- Strong resource mobilization, communication and advocacy skills.
- Strong knowledge of and application skills in result-based management.
- Proficiency in English and local language; Excellent writing and advocacy skills.
- Computer proficiency.
- Previous experience in working with UNDP or other UN Agencies is an asset.

Applicants are kindly requested to send completed and signed **Personal History - P11 form** along with a cover letter by e-mail to vacancy.me@undp.org by **April 18, 2010**. Please, indicate in the cover letter the post reference clearly, otherwise your application may not be considered. Applicants will be short-listed on the basis of their qualifications and work experience. Only short-listed candidates will be invited for an interview.

UNDP is an equal opportunity employer.

*P11 form can be downloaded from: <http://www.undp.org.me/files/jobs/index.html>

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