



## VACANCY ANNOUNCEMENT

14 June 2018

REF NO.: ATJP/EU/A003

Job Title	<b>Liaison Worker (Level 2)</b>		
Directorate	South Sudan	Department	E&S
Location of post	Juba, Wau, Bor, and Yei	Pay Band	Consultant
Reports to	Liaison Worker (Level 1)	Duration of job	10 months part time

The **Access to Justice Project** is implemented by the British Council and funded by the European Union. The Project aims to contribute to the functioning of justice systems at the local level and raise public awareness and understanding of the rule of law.

The British Council seeks candidates for the position of Liaison Worker Level 2 (several positions) short-term position, based in one of the following locations: Juba, Wau, Bor, and Yei. All positions are subject to availability of funding.

### Purpose

The Liaison Worker Level 2 will work with communities in various locations to help improve access to justice and to raise awareness and understanding of the rule of law. H/she will lead a team of other liaison workers to provide support to customary justice system in accordance to project objectives in the designated location.

### Duties and responsibilities

#### Monitoring and coordination

- Court monitoring – monitor court sessions at a designated court
- Coordination organisation – coordinate and organise the chiefs' and community's forums

#### Stakeholder management

- Relationships - develop relationships with the concerned authorities and community members where the court is located.
- Facilitate community meetings

#### Research and report writing

- Data gathering and verification (research) - gather information about cases, classify, organize and understand them.
- Report writing - prepare comprehensive reports on the various activities s/he oversees. This includes court monitoring reports, chief forum reports, community meetings and reports on developing relations with authorities concerned.
- Translation – translate proceedings (if in local language) into English and submit report in English Language to the coordinator after attending the court proceedings

#### Required court protocol



- Adhere to the directives of the community leaders, chiefs' forum or court panel in case of any decision concerning his/her assignments in the court.
- Other than official interaction with the stakeholders in the field, the liaison worker is not allowed to make any kind of social relations particularly with intention to satisfy his/her personal interest.

## **Experience, knowledge and skills**

### ***Essential***

- Knowledge of and experience of working with customary justice system in South Sudan
- Experience working with an international organisation
- Community engagement
- Planning and coordination of events/forums/discussions
- Knowledge of the South Sudan court systems and communities where courts are located
- Research – information gathering, collation, verification, and evaluation
- Can prepare detailed, accurate and timely reports
- Good IT skills (use of Microsoft Office, including Excel) for report writing purposes
- Excellent communication skills in written and spoken English and good command of Arabic

### ***Desirable***

- A good command of at least one local language in the community project sites
- Ability to translate court proceedings (if in local language) into English and submit reports in English.
- Forum/meeting/discussion facilitation skills
- Experience of working within the justice sector in South Sudan

### **Personal attributes**

- Ability to work on own initiative to build on and develop the job, combined with the ability to work effectively as part of a team.
- Highly organised, with good attention to detail and developed ability to prioritise multiple tasks to meet tight deadlines and organise work.
- Demonstrates commitment to, and actively involved in, pursuing program's outcomes.
- Ability to establish and maintain effective working relationships in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

### **Applications**

Candidates for these positions should submit an updated CV, cover letter, and filled in application form outlining their suitability for the assignment to [info.atjp@britishcouncil.org](mailto:info.atjp@britishcouncil.org). If you do not have a copy of the application form kindly send your CV and cover letter to the mentioned email and an application form will be sent to you. Applications should be received by 5pm on 29 June 2018. Hand written applications will automatically be disqualified.

## **ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**

The British Council is committed to a policy of equal opportunity and welcomes applications from all sections of the community.