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## JOB OPENING

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<b>Functional Title &amp; Level:</b>	<b>Corrections Officer (NO-C)</b>
<b>Org. Unit</b>	<b>Corrections Unit, Political/Rule of Law</b>
<b>Duty Station:</b>	<b>Port-au-Prince</b>
<b>Posting Period:</b>	<b>30 August to 06 September 2017</b>
<b>Job Opening Number:</b>	<b>MINUJUSTH-GJO-2017-017</b>

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### Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Corrections Officer (NO-C)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email at [minujsth-recruitment@un.org](mailto:minujsth-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-emploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

### Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Corrections Officer (NO-C)** typically reports to a Senior Corrections Officer or Chief of Unit, in Corrections Unit, Political/Rule of Law.

## Responsibilities

Within delegated authority, the Corrections Officer will be responsible for the following duties:

- Participating in the development and implementation of the Mission's strategies related to strengthening and development of all aspects of the corrections system, through advising, coaching and mentoring national counterparts in line with applicable international standards. This will include assisting in the review, development, and/or implementation of strategic planning processes, policies and legislation, rehabilitation of facilities, management of prisoners, staff, critical strategic and operational issues, and effective linkages with the police and the court system.
- Assessing training needs and participating in the preparation of training and development strategies and implementation plans in the Mission.
- Assisting in enhancing the national capacity to design, develop, deliver, evaluate and record training programmes, including through providing training and development advice and guidance.
- Establishing and maintaining contacts and effective relations with national government officials and civil society representatives (including counterparts in the Ministry of Justice and/or other relevant Ministries, the police, the court system, women's groups, non-governmental organizations, diplomatic missions and donors).
- Building linkages with development partners and donors to ensure seamless transition to long term development support and mobilization of resources, where necessary.
- Advising on good prison practices and procedures, including the management of critical operational and security issues, and infrastructural rehabilitation.
- Other assignments will include: preparing outputs such as section reports, assessments, policy documents and guidelines, participating in coordination mechanisms at the Mission/HQ level, maintaining close working relationships with relevant components (human rights, police, justice, gender etc.) and UN Agencies,
- Funds and Programmes and representing the Mission as required, working towards the completion of programmatic and administrative tasks necessary for the functioning of the Section, including preparation of budgets, reporting on performance and results, managing and evaluating staff performance, interviewing candidates for national, administrative and government provided personnel posts, if required;
- Performing any other task as requested by the (Senior) Corrections Officer.

## Competencies

- **Professionalism:** Ability to identify and analyze political, ethnic, racial, social and economic problems that cause civil unrest in a country or geographic area. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating

gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping other informed.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

## **Education**

Advanced university degree (Master's Degree or equivalent) in law, criminal justice, social sciences or management is required. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

## **Work Experience**

At least five years of progressively responsible experience in a corrections system is required, including experience in policy and planning or training. This must include at least one year professional experience providing technical assistance for strengthening corrections systems in a transitional, developmental or post-conflict setting. Significant management experience is required. United Nations field experience, especially in a peacekeeping operation, is desirable.

## **Languages**

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English or French is required. Good working knowledge of the other -is desirable.

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.