



JOB OPENING

Functional Title & Level:	Associate Corrections Officer (NO-B)
Org. Unit	Corrections, Political/Rule of Law
Duty Station:	Port-au-Prince
Posting Period:	30 August – 06 September 2017
Job Opening Number:	MINUJUSTH-GJO-2017-020

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 **Associate Corrections Officer (NO-B)** 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. Start date of this position is subject to the availability of funding source.

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. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

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

Responsibilities

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

- Participates in the development and implementation of the Mission's strategies related to strengthening and development of all aspects of the corrections system, including the application of applicable international standards, development of policy and procedures, rehabilitation of facilities, and management of prisoners and prison personnel by advising, coaching and mentoring national counterparts and facilitating on-the-job training;
- Assists with the assessment of training needs of prison personnel and the development of training programmes;
- Assesses training needs and participates in the preparation of training and development strategies and implementation plans in the Mission;
- Assists in enhancing the national capacity to design, develop, deliver, evaluate and record training programmes, including through providing training and development advice and guidance;
- Establishes and maintains contacts and effective relations with national government officials and civil society representatives (including counterparts in the Corrections/Prison service, Ministry of Justice and/or other relevant Ministries, the police, the court system, women's groups, non-governmental organizations, diplomatic missions and donors);
- Assists in the conceptualization and the drafting of prison-related projects for donors related to the reform of the corrections system in the host country, in particular, for the professionalization of corrections actors;
- Participates in the implementation of projects led by the Corrections/Rule of Law Section;
- Contributes to outputs such as section reports and assessments, and participates in the development and implementation of work unit planning processes;
- Participates in coordination mechanisms at mission level, maintain close working relationships with relevant mission components (human rights, police, justice, gender etc.) and UN agencies, and represent the mission as required;
- Assists with 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 and interviewing candidates nominated to serve as government provided personnel;
- Performs other related duties as required.

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 or a first level university degree, in combination with other relevant academic qualifications and/or additional experience in the field of rule of law/corrections assistance, is recommended.

Work Experience

At least two years of progressively responsible experience working in a corrections system is required, including experience in policy and planning or training. At least one year of professional experience providing technical assistance for strengthening corrections systems in a transitional, developmental or post-conflict setting is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written French or English 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.