



UNITED NATIONS ASSISTANCE MISSION IN SOMALIA  
(UNSOM)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY  
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL  
BENEFITS

FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS: 20 APRIL 2018  
DATE OF ISSUANCE: 21 MARCH 2018  
FUNCTIONAL TITLE: ASSOCIATE CORRECTIONS OFFICER  
LEVEL: NO-B  
SECTION: RULE OF LAW AND SECURITY INSTITUTIONS GROUP  
( JUSTICE & CORRECTIONS)  
LOCATION: KISMAYO, SOMALIA  
DURATION OF CONTRACT: ONE ( 1) YEAR FIXED TERM  
VACANCY ANNOUNCEMENT NUMBER: UNSOM/ROLSIG/016/2018

**Special Notice**

This position is funded for an initial period of one year and may be subject to extension. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

**Organizational Setting and Reporting Relationships:**

This position is located within the United Nations Assistance Mission in Somalia (UNSOM) and is based in Kismayo, duty station. The incumbent will work under the direct supervision of the Corrections Officer (P4).

**Duties and Responsibilities:**

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

- Participate 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;
- Assist with the assessment of training needs of prison personnel and the development of training programmes;
- Assess training needs and participates in the preparation of training and development strategies and implementation plans in the Mission;
- Assist in enhancing the national capacity to design, develop, deliver, evaluate and record training programmes, including through providing training and development advice and guidance;
- Establish 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);
- Assist 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;
- Participate in the implementation of projects led by the Corrections/Rule of Law Section;

- Contribute to outputs such as section reports and assessments, and participates in the development and implementation of work unit planning processes;
- Participate 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;
- Assist 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;
- Perform other related duties as required.

### **Competencies:**

**Professionalism:** Demonstrated in-depth understanding of the specific sector; substantial and diverse experience in all facets of the job; strong analytical skills combined with good judgment; 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.

**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. Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.

**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 the audience, demonstrates openness in sharing information and keeping people informed. Proven and sustained communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options, concisely conveying maximum necessary information, making and defending recommendations;

### **Qualifications**

**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.

**Experience:** At least two (2) years of progressively responsible experience working in a corrections system is required, including experience in policy and planning or training. At least one (1) year of professional experience providing technical assistance for strengthening corrections systems in a transitional, developmental or post-conflict setting is desirable.

**Language:** English and French are the working languages of the United Nations. Fluency in English and Somali (oral and written) is required. Knowledge of the other is desirable.

### **Assessment**

**Method:** Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

### **Additional Information:**

Candidates who are not selected, but whose performance in the interview process nevertheless demonstrated them to be suitable for a similar function may be kept on a roster for up to seven years.

Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

**How to Apply:**

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **20 April 2018** will not be accepted. **Curriculum Vitaes (CVs) will not be accepted.**

**Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)**

**Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail**

**Kindly attach a copy of P11, Degree Certificate, Passport and or National Identification Card. Please note Criminal Investigation Department (CID) and National Intelligence and Security Agency (NISA) certificates are required at a later stage of the recruitment process.**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).**