

**Annex 1: Stretem Rod blong Jastis mo Sefti (SRBJS): Vanuatu-Australia Policing and Justice Program**  
**Indicative Implementation Plan 2017**

<b>Goal:</b>	<b>Stretem rod blong jastis mo sefti long Vanuatu - Improved policing, justice and community services in Vanuatu</b>												
<b>Objective:</b>	<b>VPF, justice and community services agencies and targeted non-state actors provide fair, equitable and quality services that meet the needs of the community</b>												
<b>Pillar 1:</b>	<b>STRENGTHENING POLICING, JUSTICE AND COMMUNITY SERVICES INSTITUTIONS</b>												
<b>EOPOs:</b>	1. VPF, justice and community services agencies and targeted non-state actors demonstrate strengthened service delivery capacity, particularly in their handling of cases involving women, children and youth 2. Women, children and youth are accessing state policing, justice and community services in targeted locations 3. VPF, justice and community services agencies and targeted non-state actors demonstrate improved quality of service delivery to women children and youth in targeted locations												
<b>#</b>	<b>Intermediate outcome</b>	<b>Key Indicative Outputs</b>											
<b>1</b>	Individuals are participating in targeted skills development, and are applying this in their work, to contribute to strengthened service delivery	<ul style="list-style-type: none"> <li>VPF Commissioner and Executive are effectively advised on high-level strategic management and policing issues (see section 3.1 (ii) for a non-exhaustive list of issues for advice)</li> <li>VPF officers are effectively trained and mentored in management and operational roles, for example investigations, prosecutions, handling of domestic violence cases, lawful use of force, professional standards, development and production of briefs, legal opinion's and research, crime prevention and community engagement</li> </ul>											
<b>Activities and Timeframes</b>		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
<b>2</b>	Police prosecutors and public sector lawyers are providing more professional and timely representation	<ul style="list-style-type: none"> <li>Police prosecutors and public sector lawyers are better trained to provide quality representation, for example, through mentoring, coaching and training in a range of technical areas, for example, civil and criminal procedure, professional responsibility, file management, court tours, and specific areas of law such as adoption, domestic violence and restraining orders, divorce, maintenance, custody and property</li> <li>Public sector lawyers are trained in legal advocacy, for example through SRBJS support for their attendance at Victoria Bar Association legal advocacy training</li> </ul>											
<b>Activities and Timeframes</b>		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec

<b>Goal:</b>		<i>Stretem rod blong jastis mo sefti long Vanuatu - Improved policing, justice and community services in Vanuatu</i>											
<b>Objective:</b>		VPF, justice and community services agencies and targeted non-state actors provide fair, equitable and quality services that meet the needs of the community											
<b>3</b>	Sector agencies are better managing their human and financial resources for service delivery	<ul style="list-style-type: none"> <li>▪ Better financial and human resource management resulting, in part, from adviser support in these areas</li> <li>▪ Sector agencies are supported to channel funds through Financial Services Bureaus (as an enabler for provincial service delivery)</li> <li>▪ A VPF provincial rotational policy/process is developed</li> </ul>											
<b>Activities and Timeframes</b>		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
<b>4</b>	Women's professional participation in the sector is enhanced	<ul style="list-style-type: none"> <li>▪ Enhanced participation of women in the sector. LSJ support will include working with the VPF to implement recommendations from the <i>Evaluation of Women's Participation in the VPF</i></li> <li>▪ Women from across the sector are mentored/equipped to participate, with confidence, in the sector. Includes ensuring women have equitable access to training opportunities provided/supported by SRBJS and supported participation in the (ongoing) Women in Leadership mentoring program</li> </ul>											
<b>Activities and Timeframes</b>		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
<b>5</b>	Sector agencies are working together more effectively to achieve and sustain improvements in service delivery	<ul style="list-style-type: none"> <li>▪ The Heads of Agencies Group (HOAG) is strengthened as a governance mechanism. Specific areas for strengthening include support for convening more action-oriented meetings, increased decision-making capability, and encouraging the filtering down of information and messages to working-level staff in each agency by relevant heads</li> <li>▪ Increased understanding among sector actors about the independence of agencies and institutions within the justice sector. SRBJS could provide support for a better and deeper understanding of the independence of constitutional and statutory bodies within the sector as a means of protecting against the politicisation of and interference in justice as well as the appearance of interference. This could include provision of support for a more nuanced understanding of where collaboration is useful and appropriate and does not undermine independence. Involves supporting the agencies and heads of agency within the sector to agree and clearly explain what information can and cannot be shared and with whom. This may help people in the sector feel more comfortable sharing information and expertise when appropriate and in the knowledge of the boundaries to that sharing of information</li> </ul>											
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<b>Goal:</b>		<i>Stretem rod blong jastis mo sefti long Vanuatu - Improved policing, justice and community services in Vanuatu</i>											
<b>Objective:</b>		VPF, justice and community services agencies and targeted non-state actors provide fair, equitable and quality services that meet the needs of the community											
<b>6</b>	Sector agencies improve their evidence and knowledge base and are using this to inform decision-making about service delivery	<ul style="list-style-type: none"> <li>▪ Sector agencies are effectively trained and supported in M&amp;E</li> <li>▪ Sector agencies are supported to assess and deliberate on management information derived from information systems, and use the information to make informed decisions</li> <li>▪ Incremental progress is made towards an integrated case and data management system building on the advice of the Case &amp; Data Management Adviser, which will strengthen the capability for data collection and analysis</li> </ul>											
<b>Activities and Timeframes</b>		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
<b>7</b>	Sector agencies make coordinated reductions in delay within the state policing and justice system	<ul style="list-style-type: none"> <li>▪ Reduced delay in the justice system, for example through SRBJS support to the Magistrate's Court to help clear some pending cases</li> <li>▪ A diagnostic study is supported by the program and sector looking into the immediate and systemic causes of delay across the justice system. The study could indicate the location, cause and size of delays with recommendations for possible action for the targeting of delay</li> </ul>											
<b>Activities and Timeframes</b>		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
<b>8</b>	Targeted communities have greater trust and confidence in the VPF	<ul style="list-style-type: none"> <li>▪ Increased prevention of conflict, violence and crime flowing, for example, from adviser support for crime prevention and increased crime prevention activities</li> <li>▪ Police have the confidence of the community. Ongoing adviser support for PSU could support this: the PSU appears to have strengthened the external and internal oversight mechanisms for discipline, standards and accountability. Ongoing challenges include geographical reach (including resourcing), investigative procedure skills and processes, and case management. Program support for the VPF workplace ethics program, police open days and/or the Police Stations Visits Program (described in section 4.3 (iv)) could help.</li> </ul>											
<b>Activities and Timeframes</b>		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec

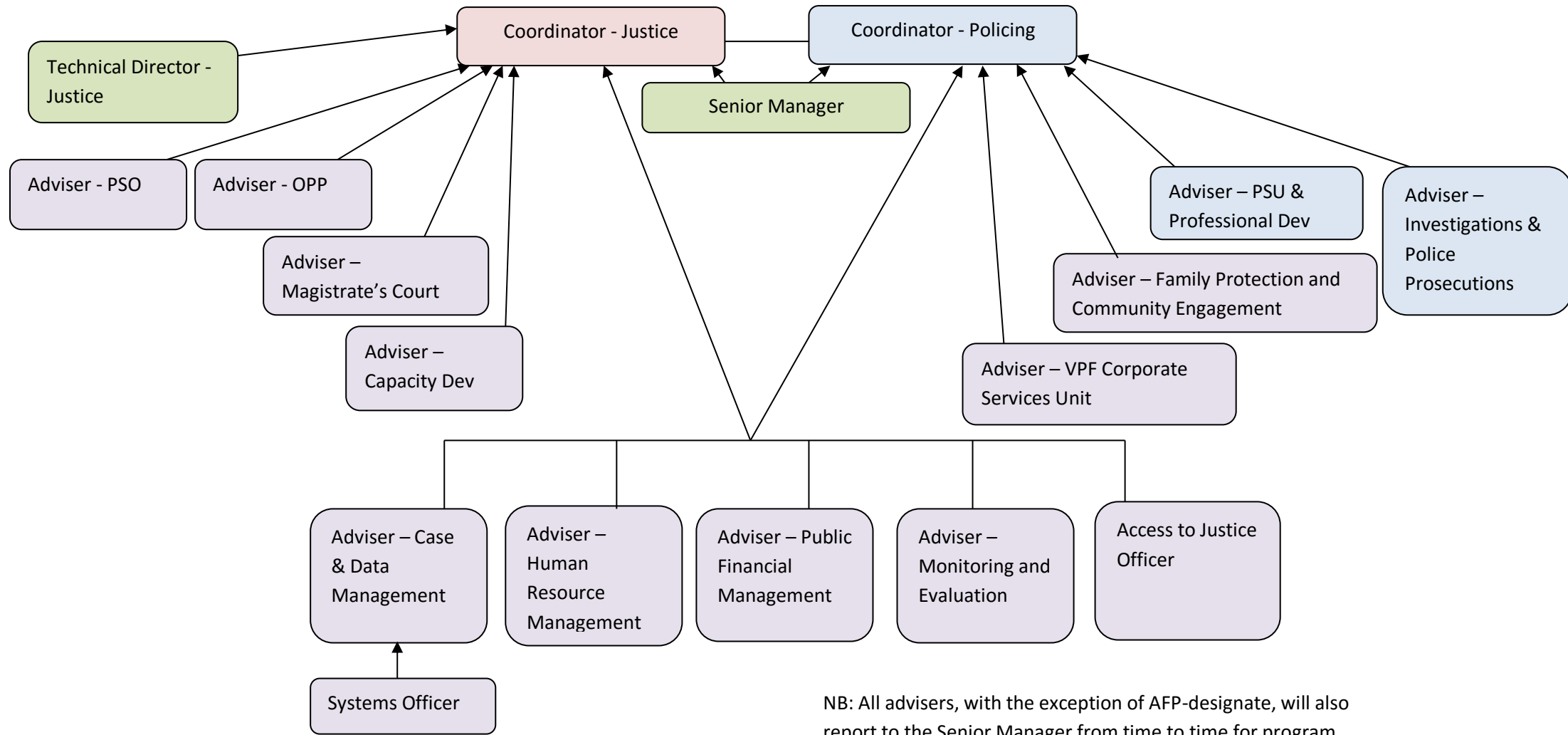
<b>Goal:</b>	<i>Liftem up jastis mo sefti long Vanuatu</i> - Improved policing, justice and community services in Vanuatu												
<b>Objective:</b>	VPF, justice and community services agencies and targeted non-state actors provide fair, equitable and quality services that meet the needs of the community												
<b>Pillar 2:</b>	<b>IMPROVING PEOPLE'S ACCESS TO JUSTICE</b>												
<b>EOOs:</b>	<ol style="list-style-type: none"> <li>VPF, justice and community services agencies and targeted non-state actors demonstrate strengthened service delivery capacity, particularly in their handling of cases involving women, children and youth</li> <li>Women, children and youth are increasingly able to access state policing, justice and community services in targeted locations</li> <li>VPF, justice and community services agencies and targeted non-state actors demonstrate improved quality of service delivery to women children and youth in targeted locations</li> </ol>												
<b>#</b>	<b>Intermediate outcome</b>	<b>Key Indicative Outputs</b>											
<b>9</b>	Sector agencies are delivering more services, including expanding the reach of services to targeted provincial locations	<ul style="list-style-type: none"> <li>Increased access to justice services, for example through the provision of program funds to sector agencies to deliver more services, including in targeted provincial locations (through the VPF Operational Fund and Grants Facility, discussed in section 3.8). SRBJS should support VPF to conduct more patrols and respond to more incidents in targeted locations</li> <li>Increased VPF presence in targeted provincial locations through rotations and visits</li> <li>SPD and public sector law offices supported to deliver more policing and justice services. This might involve supporting strengthening of the capacity of these offices in provincial locations</li> <li>Judiciary supported to plan and deliver more regular court tours (Circuit Courts) (especially Magistrate's Court, possibly also Island Courts), drawing on evidence produced through the Case Management System showing cases pending (subject to priorities of Chief Justice)</li> </ul>											
<b>Activities and Timeframes</b>		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
<b>10</b>	Targeted communities better understand the policing, justice and community services system and how to use it (includes enhanced understanding of the law and human rights)	<ul style="list-style-type: none"> <li>People are increasingly aware of their rights and available services, for example through SRBJS support for more outreach activities to be conducted by sector agencies, civil society organisations, churches and community organisations, including in targeted provincial locations. The aim is to supplement and strengthen provision of information to communities (users of the system) about the state system and how to use it. Examples of existing outreach activities include VPF Crime Prevention initiatives, legal awareness clinics conducted by the Public Solicitor's Office, and Vanuatu Women's Centre workshops. Other examples of areas for support include the VPF 'Police Tok Tok' and weekly newspaper column (both initiatives also support building community confidence in</li> </ul>											

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<b>11</b>	Targeted communities are increasingly claiming their rights to assistance and access to state policing, justice and community services (involves building demand for services and increased use)	<ul style="list-style-type: none"> <li>Evidence from research on access to justice (Malekula) and urban youth in conflict with the law (Blacksands) is used to jointly develop and implement tailored initiatives that aim to ensure people are claiming their rights to appropriate policing and justice services in targeted provincial locations. This involves identifying and working with communities while simultaneously ensuring a level of supply side services are in place in targeted locations (so as to avoid building demand that cannot realistically be fulfilled)</li> </ul>											
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<b>12</b>	Targeted non-state actors better understand the law and human rights and are acting more consistently with these standards as community conflict managers	<ul style="list-style-type: none"> <li>Community level processes and institutions are strengthened so that they are more in line with Vanuatu's laws and commitment to human rights, and reflect a commitment to justice as much as they strive to maintain community harmony</li> <li>"Community conflict managers" are supported to better understand the law, human rights and available policing and justice services. The intention is to build understanding about what cases should be referred to the VPF/state policing and justice system</li> </ul>											
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Pillar 3:	SUPPORT TO VULNERABLE AND AT-RISK GROUPS														
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#	Intermediate outcome			Key Indicative Outputs											
A: Addressing violence against women and children															
13	Individuals are participating in targeted skills development, and are applying this in their work, to contribute to strengthened service delivery			<ul style="list-style-type: none"><li>Improved recourse and protection for victims of sexual and gender-based violence</li><li>Violence against women is not condoned by customary or traditional authorities</li><li>The needs of women and children are addressed appropriately by the justice sector, for example through program support to police and courts as well as support to SPD and PPO to strengthen the capacity of offices to prosecute violent offences against women and children. As part of program support for implementing the FPA, SRBJS could consider support for piloting of Authorised Persons (provision under FPA for protection orders)</li><li>Counsellors are trained to provide counselling for male perpetrators of violence (part of community services portfolio and implementation of the FPA)</li></ul>											
Activities and Timeframes				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
B: Improving responses to youth in conflict with the law															
14	Sector agencies and targeted communities work together to respond more effectively to juvenile justice issues			<ul style="list-style-type: none"><li>Improved responses to juvenile justice issues, for example through engaging in targeted institutional advocacy with key actors including DCS, UNICEF, WSB, the Vanuatu Rural Development Training Centre Association and sector agencies to strengthen their responses and support to juvenile offenders</li><li>Recommendations from PJSPV research conducted in Blacksands on youth in conflict with the law are implemented</li></ul>											

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<b>C: Promoting the human rights of persons with disabilities</b>													
<b>15</b>	Sector agencies are responding more effectively to the needs of persons with disabilities	<ul style="list-style-type: none"> <li>Persons with disabilities can better access services, for example, through program support to Disability Desk and provision of training/educational activities with sector agencies, community leaders, conflict managers and persons with disabilities</li> <li>Civil society organisations are supported to deliver services for persons with disabilities, for example through providing grants to organisations such as VSDP in areas such as early intervention and community-based rehabilitation</li> </ul>											
<b>Activities and Timeframes</b>		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec

## Annex 2: Organigram



NB: All advisers, with the exception of AFP-designate, will also report to the Senior Manager from time to time for program administrative and operational matters.

Also, note that the Capacity Development and Leadership Adviser will largely work to the Coordinator-Justice but is available to work on policing, where applicable.

- AFP designate position
- Position for novation
- Position to be included as part of the tender process
- Positions to jointly recruited with Government of Vanuatu following signature of contract



## Annex 3: DISABILITY ANALYSIS

### International context: United Nations Convention on the Rights of Persons with Disabilities (CRPD)

Both Australia (as donor) and Vanuatu (as partner) are States Parties to the CRPD. This provides a unique opportunity to ensure that SRBJS seeks to incorporate disability strongly, on the basis of strong policy commitment from both countries. This means that the program should align with and contribute to the outcomes required by the CRPD.

The CRPD sets the benchmark for access to justice by persons with disabilities globally. Law and justice programs that are disability inclusive can contribute to the outcomes provided for in the CRPD, including:

- Access to justice (CRPD Art 13) – including "effective access to justice for persons with disabilities on an equal basis with others ... in order to facilitate their effective role as direct and indirect participants, including as witnesses, in all legal proceedings". This involves a requirement to "promote appropriate training for those working in the field of administration of justice, including police and prison staff" to ensure effective access to justice by persons with disabilities.
- Liberty and security of the person (CRPD Article 14) – which prohibits unlawful or arbitrary detention – often an issue with detaining persons with psychosocial disabilities or intellectual disabilities who may be wandering the streets.
- Law and justice programs may also support monitoring of all rights provided for in the CRPD (i.e. in all substantive Articles) by independent monitoring mechanisms (such as national human rights institutions) and by courts, and to provide for assistance in monitoring by Disabled People's Organisations (DPOs) (CRPD Article 33).
- Equal recognition before the law (CRPD Art 12) – which may involve review and reform of laws including evidence laws, and those relating to legal power to carry out personal affairs- including laws relating to property ownership, financial affairs and access to bank loans, and inheritance. (We note that the design does not focus heavily on these aspects so mention it for completeness).

### National Context: Vanuatu

- The Vanuatu *National Disability Policy and Plan of Action 2008 – 2015* applies the definition of persons with disabilities outlined within Article 1 of the CRPD:

“Persons with disabilities include those who have long-term physical, mental, intellectual, or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others”.<sup>1</sup>
- The Ministry of Justice & Community Services, with technical assistance from the Pacific Islands Forum Secretariat (PIFS) and the United Nation Economic & Social Commission for

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<sup>1</sup>Government of the Republic of Vanuatu (2008), *National Disability Policy and Plan of Action, 2008 – 2015*. Retrieved on 19 August 2015

Asia and Pacific (UNESCAP), has conducted a legislative review. Feedback from stakeholders is currently being sought on this draft document.

- Disability Promotion and Advocacy (DPA) is the ni-Vanuatu national Disabled Peoples Organisation<sup>2</sup> (DPO). DPA is a self-help national umbrella organisation of and for people with disabilities & the NGO Focal Point for the CRPD in Vanuatu and governed by and staffed by people with disabilities. DPA has 18 affiliate groups across Vanuatu and 1034 registered (paid) members.
- Other disability sector organisations that exist within Vanuatu include:
  - Oxfam Civil Society Disability Network. Meets in Port Vila every four weeks. DPA is a member along with organisations including Sanma Frangipani Association and Vanuatu Society for People with Disability (VSPD). The network has four sub committees including women and girls with disabilities and accessibility.
  - VSPD previously named Vanuatu Society of Disabled People (VSDP) provides services to people with disabilities in Shefa Province.

This analysis was prepared by CBM Australia.

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<sup>2</sup> Disabled People's Organisations (DPOs) are organisations made up of persons with disabilities and which exist to represent the interests of their members. Although there is no firm rule, best practice is that DPOs comprise of a voting membership of people with disabilities, and a board, of which at least a majority percentage (usually 51% or over) is made up of people with disabilities.

## **Annex 4: Position Descriptions**

<b>1</b>	<b>Job title</b>  <b>Rank</b>	<b>Program Coordinator Policing (&amp;Advisor to VPF Commissioner) Superintendent</b>
<b>2</b>	<b>Location</b>	Port Vila, Vanuatu with travel to provincial areas.
<b>3</b>	<b>Purpose</b>	To provide strategic advice to the Vanuatu Police Force (VPF), manage Australian Federal Police (AFP) assistance to the VPF, actively assist advisers to deliver program outcomes, and coordinate the AFP contribution to the SRBJS.
<b>4</b>	<b>Duties and responsibilities</b>	
	<ul style="list-style-type: none"> <li>▪ Provide strategic advice and assistance to the VPF Commissioner and Executive</li> <li>▪ Provide practical on the job mentoring to VPF leaders, particularly in relation to improving service delivery experiences for women, children and youth</li> <li>▪ Oversee the policing component's engagement with and delivery of key initiatives in the SRBJS design document</li> <li>▪ Work closely with the SRBJS Coordinators and DFAT Senior Program Manager to maximise the effectiveness of program support</li> <li>▪ Manage the policing component of SRBJS including joint annual planning, reporting, day-to-day operations and other duties as agreed between AFP, DFAT Post and the managing contractor</li> <li>▪ Provide strategic assistance and advice to cross-sector and civilian advisors supporting the VPF</li> <li>▪ Advocate for advancing gender equity within the VPF, including working with the VPF Commissioner and Executive to implement recommendations from the Evaluation of Women's Participation in the VPF</li> <li>▪ Provide practical and technical advice on VPF operational funding requests and where appropriate, support the VPF to increasingly use their own processes and personnel to manage the fund</li> <li>▪ Liaise and work closely with regional and bilateral programs working with the VPF including the New Zealand funded 3P and PPDVP programs</li> <li>▪ Participate in the Program Management Groups to ensure alignment and coordination of Australian funded assistance to the justice and community services sector, including the VPF</li> <li>▪ Contribute to and coordinate cross-sector initiatives that involve and/or impact on the VPF, including in Malekula and Blacksands</li> <li>▪ Represent the Australian Government on matters mutually agreed upon (e.g. natural disasters)</li> <li>▪ Maintain transparent and respectful cooperation with the VPF and relevant Ni-Vanuatu agencies</li> <li>▪ Support SRBJS advisers and the VPF to collect quality data as per the M&amp;E framework</li> <li>▪ Work collaboratively to regularly assess the appropriateness of assistance (e.g. meeting the needs of the GoV and partner organisation and responsive to community needs) and, where necessary, revise approaches.</li> <li>▪ Support the Advisers under your supervision to collaborate as a member of a multi-disciplinary policing and justice team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program and participating in processes that facilitate this.</li> </ul>	
<b>5</b>	<b>Reports to</b>	AFP International Operations and Australian Government HOM in Vanuatu
<b>6</b>	<b>Directly supervises</b>	AFP advisors, civilian advisors working with the VPF and locally engaged staff working on the policing component of the SRBJS
<b>7</b>	<b>Frequent liaison</b>	Commissioner VPF and Executive Team First Secretary Education and Safer Communities DFAT Senior Program Manager Law and Justice SRBJS Program Coordinator

		SRBJS Coordinator Justice SRBJS Advisers
<b>Selection Criteria</b>		
<b>8</b>	<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Demonstrated policing experience and knowledge</li> <li>▪ Demonstrated high level strategic and analytical skills</li> <li>▪ Demonstrated stakeholder and donor liaison at strategic level skills</li> <li>▪ Demonstrated ability to work collaboratively and respectfully in a cross-cultural setting</li> <li>▪ Understanding of and ability to oversee capacity development and skills transfer activities</li> <li>▪ Demonstrated knowledge and experience of organisational management functions including public financial management</li> <li>▪ Ability to work collaboratively with counterparts and non-police personnel at a range of different levels</li> <li>▪ Familiarity with development concepts and terminology</li> <li>▪ Understanding of gender and development issues</li> <li>▪ Previous experience working in developing countries and/or Melanesian culture (desirable)</li> <li>▪ Proven experience in successfully raising issues at a strategic level</li> <li>▪ Proven experience in writing reports, briefing notes and analytical commentary to a high quality standard</li> </ul>
<b>9</b>	<b>Languages</b>	English fluency essential Willingness to learn Bislama and use in the workplace

<b>1</b>	<b>Job title</b> <b>ARF Group/Level</b>	<b>Program Coordinator (Justice) (full time)</b> <b>D3 (or novated position)</b>
<b>2</b>	<b>Location</b>	Based in Port Vila with travel to provinces as required
<b>3</b>	<b>Purpose</b>	To provide high level strategic advice to the Ministry of Justice and Community Services (MJCS) and to jointly manage and coordinate Australian assistance under the program in close collaboration with the Program Coordinator (Policing)
<b>4</b>	<b>Key Result Areas</b>	
<b>4.1</b>	MJCS is assisted through a number of interventions of the program to support coordination, collaboration and communication across the sector to achieve and sustain improvements in service delivery	
<b>4.2</b>	Capacity development activities are delivered to the sector through a multifaceted, evidence based approach with the intention of targeting key opportunities to strengthen service delivery of the institutions and the sector as a whole to women, children and youth	
<b>4.3</b>	Evidence-based, targeted interventions are delivered in pilot sites to improve responsiveness of the system to the needs of women, children and youth	
<b>4.4</b>	Australian assistance to the sector is efficient and well-coordinated with other development partners and programs	
<b>4.5</b>	Australian assistance is well managed and effectively builds GoV self-reliance and is consistent with the PJSPV design and or directions of DFAT	
<b>5</b>	<b>Duties and Responsibilities</b>	
<b>5.1</b>	<i>Establishment and maintenance of effective relationship with Technical Director (Justice)</i> , whose primary role will be to provide support and assistance to the Program Coordinator (Justice) role	
<b>5.2</b>	<i>Governance, Management and Administration</i> : interact regularly with the Program Management Groups; the sector wide Heads of Agency Group; sector agency heads and representatives, Ministry of Justice and Community Services staff, Government representatives, the Australian Federal Police and the Australian Department of Foreign Affairs for the clear and appropriate management of a bilateral sector-wide development program	
<b>5.3</b>	<i>Strategic planning and oversight</i> : in collaboration with the Program Management Group, design, implement, and monitor the program work plan providing constant strategic oversight and flexibility to change and new opportunities, within the parameters of the agreed end-of-program-outcomes	
<b>5.4</b>	<i>Representation and relationships</i> : represent the program publically; tend and maintain counterpart and stakeholder relationships; harmonise assistance to the sector with all other development partners through effective collaboration; communicate the program's objectives and support in consistent, positive ways	
<b>5.5</b>	<i>Program, product and service delivery</i> : ensure the effective delivery of all aspects of the program with constant regard to relevance, effectiveness, efficiency and sustainability. Writing regular six-monthly program reports; providing thinking pieces as needed; developing annual, integrated, program-wide work-plans; providing feedback and oversight for all program deliverables including advisers' reports, monitoring and evaluation plans, gender and other cross-cutting strategies, and assessments	
<b>5.6</b>	<i>Monitoring, evaluation and risk assessment</i> : provide constant program management; monitor delivery of the program in terms of time and budget; participate in, and oversee the evaluation of outcomes and the	

	program's contribution to outcomes; and monitor risk to ensure proactive mitigation of risk to the program	
<b>5.7</b>	<i>Human resource management:</i> oversee and participate in the recruitment of people both as program staff and advisers, and as inline staff for sector agencies as identified in the design. Effectively manage the performance of the program team to deliver a cohesive, quality program	
<b>5.8</b>	Support each Adviser under your supervision to collaborate as a member of a multi-disciplinary policing and justice team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program and participating in processes that facilitate this. Support and maintain an effective collaborative team approach that is committed to skills transfer with an emphasis on supporting applied learning; action-research; and evaluative reflection on the work to facilitate continuous improvement in line with the five levels of support to capacity articulated in the Justice and Community Services Capacity Development Strategy (as updated from time to time).	
<b>6</b>	<b>Reports to</b>	Managing Contractor; Director-General, MJCS; Chief Justice (some aspects) and Heads of Agency Group
<b>7</b>	<b>Supervises</b>	All full-time and part-time external advisers and service providers funded under the program (justice component)
<b>8</b>	<b>Frequent Contact</b>	Constant liaison and collaboration with the Director General and other senior staff of the MJCS and heads of sector agencies and institutions. Constant communication with and support from the Technical Director (Justice). Close working relationship with Senior Manager, DFAT, other donors
<b>9</b>	<b>Impact of Decisions</b>	<ul style="list-style-type: none"> <li>• Regular communication and reporting to Director-General and other senior staff of the MJCS and heads of sector agencies</li> <li>• Regular monitoring of work of other advisors funded under the Program</li> <li>• External audit of Program management if required by DFAT</li> </ul>
<b>10</b>	<b>Special Conditions</b>	Must be willing to travel outside Port Vila as required
<b>11</b>	<b>Selection Criteria</b>	
<b>11.1</b>	<b>Qualification</b>	A university degree in Law, Arts, Economics, Business or equivalent experience
<b>11.2</b>	<b>Experience and Capabilities</b>	<ul style="list-style-type: none"> <li>• A particular skill for communicating both orally and in writing</li> <li>• A citizen of Vanuatu</li> <li>• Ability to oversee the design and implementation of capacity development and skills transfer activities</li> <li>• Ability to work collaboratively with counterparts at a range of different levels</li> <li>• A good grounding in development with a strong understanding of the justice sector in Vanuatu preferred.</li> <li>• Understanding of gender and development issues (desirable)</li> </ul>

		<ul style="list-style-type: none"> <li>• A good track record of leadership with excellent team building skills</li> <li>• Demonstrable honesty and integrity</li> <li>• Proven ability to think strategically and analytically and to respond effectively to changing circumstances.</li> <li>• Experience in all aspects of the program management cycle from design to completion</li> </ul>
<b>11.3</b>	<b>Thinking</b>	<ul style="list-style-type: none"> <li>• Analytical and practical</li> </ul>
<b>11.4</b>	<b>Communication/ Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills</li> <li>• Good interpersonal skills</li> </ul>
<b>11.5</b>	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Tact and negotiation skills</li> <li>• Integrity and transparency</li> <li>• Commitment to skills transfer and effective capacity development</li> </ul>
<b>11.6</b>	<b>Language</b>	<ul style="list-style-type: none"> <li>• English and Bislama fluency essential</li> <li>• French desirable</li> </ul>



<b>1</b>	<b>Job Title</b> <b>ARF Level/Group</b>	<b>Senior Manager (full time)</b> <b>C3</b>
<b>2</b>	<b>Location</b>	Port Vila and travel to provincial locations as needed
<b>3</b>	<b>Purpose</b>	<ol style="list-style-type: none"> <li>1. To ensure all obligations under the Managing Contractor's contract with Department of Foreign Affairs (DFAT) are fulfilled</li> <li>2. To oversight program operations</li> <li>3. To support both the Justice and Policing Coordinators implement the technical output and management of the program</li> </ol>
<b>4</b>	<b>Key Results Areas</b>	
<b>4.1</b>	As part of the SRBJS Management Team, the delivery of the program is effectively coordinated with both the Policing and Justice Coordinators, and the Department of Foreign Affairs and Trade (DFAT)	
<b>4.2</b>	Effective working relationships are maintained between AFP and contracted Advisers and staff. Performance issues are proactively managed in collaboration with coordinators	
<b>4.3</b>	Effective support is provided to the Program Coordinators on all matters of program implementation	
<b>4.4</b>	Communication is effectively managed between the program and DFAT relating to risk, operations, program delivery challenges and contractual implementation	
<b>4.5</b>	All aspects of program operations are effectively managed, including: <ul style="list-style-type: none"> <li>- the sourcing, contracting and management of high quality external advisers.</li> <li>- the program budget which delivers value for money, transparency and effectiveness</li> </ul>	
<b>4.6</b>	Staff are effectively managed and supported to undertake their duties effectively	
<b>4.7</b>	The contract with DFAT is managed to a high standard and all obligations met	
<b>4.8</b>	The grants facility is managed effectively, transparency and promotes at all times value for money and effectiveness in technical delivery	
<b>4.9</b>	The partnership between policing and justice program components is strengthened and implementation strategies are unified as much as possible	
<b>5</b>	<b>Duties and Responsibilities</b>	
<b>5.1</b>	Maintain respectful and transparent relations with the MJCS, VPF and other relevant Ni-Vanuatu agencies within the sector to support the effective delivery of the program	
<b>5.2</b>	Maintain an effective relationship with DFAT and ensure all contractual obligations to DFAT are fulfilled in a timely matter and to a high standard	
<b>5.3</b>	Provide financial, technical and contractual advice to the Program Coordinators to support effective management of the program	
<b>5.4</b>	Source, recruit, deploy and support the appropriate contracting and management of all program advisers and other personnel including with respect to risk and insurance	
<b>5.5</b>	Oversee the implementation of the Grants Facility including development of grant agreements, acquittal and reporting	
<b>5.6</b>	Ensure quality corporate support to the implementation of the program, including administrative, logistic and financial support according to best practice procedures; and risk management	
<b>5.7</b>	Manage the Program's Budget in close collaboration with Program Coordinators and DFAT	
<b>5.8</b>	Contribute to the program management team in all aspects of programming including operations, planning, reporting, evaluation, quality assurance and performance of advisers and staff	
<b>5.9</b>	To provide an interface function between the policing and justice components of the program and support the coherency of programming between the two components	
<b>5.10</b>	Support regular reporting to DFAT, partners and stakeholders with respect to financial and contractual management and by contribution to the substantive reporting	

<b>5.11</b>	Provide secretariat support and contribute to Program Management Group meetings	
<b>5.12</b>	Directly supervise administrative staff and provide supervisory/management support to Program Coordinators for Program engaged (non AFP) advisers	
<b>5.13</b>	<ul style="list-style-type: none"> <li>▪ Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program as well as participating in processes that facilitate this. This will include: <ul style="list-style-type: none"> <li>• Commitment and support for the principles in the Justice and Community Services Capacity Development Strategy (as updated from time to time) including the application of the five levels of capacity development; applied work-place learning; and an express action-research approach</li> <li>• Effective monitoring and evaluation of outcomes of all interventions implemented by the adviser in a way that contributes to the M&amp;E and tracking of progress of the program as a whole.</li> <li>• Contribution to the priorities and strategies that are mainstreamed across the program</li> </ul> </li> </ul>	
<b>6</b>	<b>Reports to</b>	Program Coordinators and the Contractor Representative
<b>7</b>	<b>Supervises</b>	Supports in supervision of all non-AFP advisers, directly supervises all administrative officers in the program.
<b>8</b>	<b>Frequent Contact</b>	Australian Federal Police partners, donor partners, Government of Vanuatu partners, civil society and non-government organisations partners
<b>9</b>	<b>Selection Criteria</b>	
<b>9.1</b>	<b>Qualification</b>	<ul style="list-style-type: none"> <li>• A university degree in Law, Arts, Economics, Business, Criminology or equivalent experience</li> </ul>
<b>9.2</b>	<b>Experience and Capabilities</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to manage people across cultures and strong management experience</li> <li>• Previous experience managing development assistance partnerships</li> <li>• Understanding of financial management</li> <li>• Understanding of policing, law and development issues particularly in Melanesia</li> <li>• Experience in reporting to and meeting contractual obligations to donors</li> <li>• Understanding of sound procurement practices</li> <li>• Ability to liaise and negotiate across cultures</li> <li>• Eligibility to obtain Vanuatu visas</li> <li>• Understanding of gender and development issues (desirable)</li> <li>• Previous experience working in Melanesian culture (desirable)</li> </ul>
<b>9.3</b>	<b>Thinking Style</b>	<ul style="list-style-type: none"> <li>• Analytical and practical</li> </ul>
<b>9.4</b>	<b>Communication and Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills</li> <li>• Very good interpersonal skills</li> </ul>
<b>9.5</b>	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Tact and negotiation skills</li> <li>• Integrity and transparency</li> <li>• Commitment to skills transfer and effective capacity development</li> </ul>
<b>9.6</b>	<b>Languages</b>	<ul style="list-style-type: none"> <li>• English fluency essential</li> <li>• Willingness to learn Bislama and use in the workplace</li> <li>• French desirable</li> </ul>

<b>1</b>	<b>Job title Rank</b>	<b>Professional Development and Professional Standards Advisor Sergeant</b>
<b>2</b>	<b>Location</b>	Port Vila, Vanuatu with travel to provincial areas.
<b>3</b>	<b>Purpose</b>	Based at the Police Training College and Professional Standards Unit, this advisor will assist the VPF to meet its ongoing professional development and police accountability requirements.
<b>4</b>	<b>Duties and responsibilities</b>	
	<ul style="list-style-type: none"> <li>▪ Establish and maintain effective working relationships with the Police Training College, Professional Standards Unit and relevant training and accountability stakeholders</li> <li>▪ Provide advice and support to the OICs of Training and Professional Standards, particularly in relation to improving service delivery experiences for women, children and youth</li> <li>▪ Provide advice and support to OICs Training and PSU on team management and budgets</li> <li>▪ Establish and maintain regular reporting with internal and external stakeholders regarding progress against SRBJS outcomes and the M&amp;E Framework</li> <li>▪ Provide practical and technical advice on VPF operational funding requests in relation to the professional development and standards and in line with VPF processes</li> <li>▪ Support the strengthening and implementation of VPF systems and processes, particularly in relation to case and data management (including integrity history for professional standards), policies and governance and media engagement</li> <li>▪ Contribute to reporting, day-to-day operations and other aspects of program management as requested by the Program Coordinator Policing and act as Coordinator Policing if required</li> <li>▪ Work with the OIC Training and Director CSU to implement the approved training and development schedule</li> <li>▪ Support the VPF to implement training selection and recruitment processes i.e. panel approach</li> <li>▪ Provide advice and support to VPF trainers regarding training delivery, preparation and curriculum design as necessary</li> <li>▪ Support the VPF to participate and engage with regional policing networks/groups i.e. PPTAG</li> <li>▪ Advocate for advancing gender equity within the VPF, including supporting the OICs at the Police Training College and Professional Standards Unit to implement recommendations from the <i>Evaluation of Women's Participation in the VPF</i></li> <li>▪ Support the VPF Professional Standards Unit to implement the endorsed approach/framework for professional standards and police accountability</li> <li>▪ Work with the OIC Professional Standards to prioritise a professional standards outpost in Santo</li> <li>▪ Support the VPF Professional Standards Unit strengthen and maintain professional (and agreed) relationships with the Ombudsman</li> <li>▪ Work with the VPF Professional Standards Unit and other key stakeholders to progress a review of police general orders</li> <li>▪ Work with the OIC Training, Director CSU and SRBJS Advisers to coordinate professional/capacity development opportunities within VPF and across the SRBJS</li> <li>▪ Explore opportunities to assist the VPF Professional Standards Unit request/attain new premises</li> <li>▪ Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program and participating in processes that facilitate this.</li> </ul>	
<b>5</b>	<b>Reports to</b>	Program Coordinator Policing
<b>6</b>	<b>Frequent liaison</b>	OIC VPF Training and relevant officers OIC VPF PSU and relevant officers SRBJS Advisers Relevant institutions, CSOs and programs including but not limited to: Asia Pacific Technical College, Vanuatu Women's Centre, UNICEF

<b>Selection Criteria</b>		
<b>7</b>	<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Five - ten years policing experience, at least two of which should be in a professional development or standards role</li> <li>▪ Cert IV Training and Assessment</li> <li>▪ Proven experience in investigative policing/professional standards</li> <li>▪ Proven mentoring skills</li> <li>▪ Demonstrated ability to work collaboratively and respectfully in a cross cultural setting</li> <li>▪ Demonstrated ability to exercise sound professional judgment in sensitive situations</li> <li>▪ Understanding of, and ability to implement, capacity development and skills transfer activities</li> <li>▪ Understanding of police development issues</li> <li>▪ Understanding of gender and development issues</li> <li>▪ Demonstrated skills in education and teaching across cultures</li> <li>▪ Previous experience working in developing countries and/or Melanesian culture (desirable)</li> </ul>
<b>8</b>	<b>Languages</b>	<p>English fluency essential</p> <p>Willingness to learn Bislama and use in the workplace</p>

1	Job title Rank	Investigations and Prosecutions Advisor Sergeant
2	Location	Port Vila, Vanuatu with frequent travel to provincial areas.
3	Purpose	Based at Port Vila Station, the State Prosecutions Department and with frequent travel to provincial areas, this advisor will assist the VPF to deliver frontline policing and investigations services with a focus on the link to prosecutions.
4	Duties and responsibilities	
<ul style="list-style-type: none"><li>▪ Establish and maintain effective working relationships with relevant Investigations, Frontline Policing and Prosecutions OICs, officers and stakeholders</li><li>▪ Provide advice and information to the OICs of Investigations and State Prosecutions, particularly in relation to improving service delivery experiences for women, children and youth</li><li>▪ Establish and maintain regular reporting with internal and external stakeholders regarding progress against SRBJS outcomes and the M&amp;E Framework</li><li>▪ Provide practical and technical advice on VPF operational funding requests in relation to the investigations and prosecutions and in line with VPF processes</li><li>▪ Support the VPF and SRBJS Case and Data Management Adviser to implement the Police Information Management System, including harmonisation of case and data management systems between departments, agencies and across the sector</li><li>▪ Support the strengthening and implementation of VPF systems and processes , particularly in relation to policies and governance and media engagement i.e. Support OIC's to develop/implement overarching policies and sustainable processes for renewal of policies, procedures and manuals to guide teams/department's work</li><li>▪ Contribute to reporting, day-to-day operations and other aspects of program management as requested by the Program Coordinator Policing and act as Coordinator Policing if required</li><li>▪ Advocate for advancing gender equity within the VPF, including supporting the OICs of Investigations and State Prosecutions to implement recommendations from the <i>Evaluation of Women's Participation in the VPF</i></li><li>▪ Deliver in-house capacity development initiatives in relation to responses to and management of investigations; litigation; legal opinions and advocacy</li><li>▪ Support the VPF Training College to implement/roll-out the Basic Investigations Program</li><li>▪ Support the VPF to implement (and expand) the Rapid Charge System, including sharing experiences with other regional police agencies</li><li>▪ Support VPF Investigators and Frontline Officers to identify services delivery strengths and use existing resources to build on those strengths i.e. Rapid Charge System</li><li>▪ Work with investigators from Uniformed Investigations and Criminal Investigation Division to improve the quality of briefs sent to State Prosecutions</li><li>▪ Build on progress to improve functionality between VPF, State Prosecutions and Public Prosecutors Office, Courts and other relevant justice agencies and explore opportunities with VPF management to co-locate VPF teams,</li><li>▪ Continue to develop the State Prosecutors' Handbook to guide prosecutors in their day-to-day work from inception to completion of matters, as needed</li><li>▪ Explore opportunities with State Prosecutions to develop/deliver a short prosecutors training course for VPF Officers, where appropriate</li><li>▪ Provide in court mentoring in criminal matters in relation to complex trials, 'no case' and 'closing' submissions, voire dire's, legal argument (including the use of legal precedence and binding argument).</li><li>▪ Assist in strengthening the voice of victims within the court in collaboration with relevant stakeholders including the VPF, FPU, VWC as well as other the court users.</li><li>▪ When deemed appropriate, appear in criminal trials in the Magistrates' Court. Must not exceed one trial per month and the trial must relate to gender based violence. The adviser will work in</li></ul>		

<p>close collaboration with a prosecutor of the SPD and ensure trials selected provide an opportunity for capacity development and skills transfer (that is, the case is selected because it is one where prosecutors would benefit from the demonstration of a particular aspect of the preparation and / or presentation of the case). The OIC SPD must approve the appearance of the adviser in the particular case on each occasion. If the selected case is perceived by the adviser to have any political sensitivity for the counterparts or for DFAT then the adviser must seek the additional approval of the Program Coordinator Justice to appear in the case.</p> <ul style="list-style-type: none"> <li>Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program and participating in processes that facilitate this.</li> </ul>		
<b>5</b>	<b>Reports to</b>	Program Coordinator Policing
<b>6</b>	<b>Frequent liaison</b>	<p>OIC VPF/State Prosecutions Department and relevant officers</p> <p>OICs Southern and Northern Command</p> <p>OICs Uniformed Investigation Branches, Frontline Policing, Criminal Investigations and relevant officers</p> <p>SRBJS Advisers</p> <p>Relevant institutions, CSOs and programs</p>
<b>Selection Criteria</b>		
<b>7</b>	<b>Experience</b>	<ul style="list-style-type: none"> <li>Five - ten years policing experience, at least two of which in investigations/prosecutions roles</li> <li>Proven experience in police investigations and supporting skills development of other investigators</li> <li>Proven prosecutions experience</li> <li>Proven mentoring skills</li> <li>Demonstrated ability to work collaboratively and respectfully in a cross cultural setting</li> <li>Demonstrated ability to exercise sound professional judgment in sensitive situations</li> <li>Understanding of and ability to implement capacity development and skills transfer activities</li> <li>Experience in general duties/community policing</li> <li>Experience in developing and implementing community engagement and crime prevention activities</li> <li>Understanding of police development issues</li> <li>Understanding of gender and development issues</li> <li>Previous experience working in developing countries and/or Melanesian culture (desirable)</li> </ul>
<b>8</b>	<b>Languages</b>	<p>English fluency essential</p> <p>Bislama or willingness to learn and use in the workplace</p>

<b>1</b>	<b>Job Title</b> <b>Indicative ARF Group/Level</b>	<b>Adviser, Public Solicitor's Office (PSO)</b> <b>Group D, Level 2</b>
<b>2</b>	<b>Location</b>	Port Vila, Vanuatu and possible travel to provincial locations in Vanuatu
<b>3</b>	<b>Contact Duration and Dates</b>	(full time): 1 January 2017 - 31 December 2019
<b>4</b>	<b>Purpose</b>	<p>Advisory support to PSO (80%):</p> <ul style="list-style-type: none"> <li>▪ To assist the Vanuatu Public Solicitor's Office (PSO) to continue to improve service delivery and to become increasingly self-reliant</li> <li>▪ To facilitate capacity development within the PSO through mentoring and demonstration of legal advocacy techniques, case preparation, case management and effective conduct of litigation</li> <li>▪ To support and facilitate cross-sector capacity development initiatives that relate to the PSO, where appropriate</li> </ul> <p>*Support should be provided to PSO staff in Port Vila as well as in provincial locations.</p> <p>In addition to advisory support to the PSO, the adviser will support the provision of general legal strengthening support across the sector (20%):</p> <ul style="list-style-type: none"> <li>▪ To provide targeted skills development and learning opportunities for lawyers from across the sector to build legal skills and knowledge</li> <li>▪ To support law reform across the sector, particularly where reform could improve justice outcomes for vulnerable and at risk groups</li> <li>▪ To support other legal and policy activities as appropriate and in line with sector and program priorities</li> </ul> <p>*These functions should be carried out in a way that preserves the independence of the PSO and does not risk creating any conflict-of-interest, perceived or actual.</p>
<b>5</b>	<b>Key Result Areas</b>	
<b>5.1</b>	PSO improves service delivery, including continuing to provide competent and professional legal services	
<b>5.2</b>	Increased competence of PSO legal officers and other staff	
<b>5.3</b>	Improved systems within the PSO so that PSO is managing its workload more efficiently and staff are aware of and use relevant procedures and systems	
<b>5.4</b>	Public sector lawyers are providing more professional and timely representation	
<b>6</b>	<b>Duties and Responsibilities</b>	
<b>6.1</b>	Build productive working relationships with the Public Solicitor and all other staff within the PSO	
<b>6.2</b>	Support and assist the Public Solicitor on office and staff management, including executive mentoring, as required	
<b>6.3</b>	Provide in-house training to the staff of the PSO and prepare associated training materials that can be	

	used by other staff members within the PSO to deliver training	
<b>6.4</b>	Provide mentoring and guidance to all PSO staff on the management of files and clients	
<b>6.5</b>	Appear in cases on an exceptional basis when requested by the Public Solicitor with their approval and the approval of the Program Coordinator (Justice) and DFAT	
<b>6.6</b>	Assist in and support the provision of advice by the Public Solicitor or their staff to clients (the adviser must not provide that advice in his/her name as the acting solicitor)	
<b>6.7</b>	Support PSO legal offices to develop legal awareness and outreach materials and presentations	
<b>6.8</b>	Support PSO staff to build links with and work collaboratively together with other agencies and institutions of the Vanuatu policing, justice and community services sector	
<b>6.9</b>	Support case and data management initiatives of the PSO, where appropriate, in collaboration with and support of the Case and Data Management Adviser	
<b>6.10</b>	Provide mentoring and guidance to the legal staff within the Public Solicitor's Office on legal matters, including case preparation and written submissions for the Magistrates' Court, Supreme Court and Court of Appeal	
<b>6.11</b>	Deliver, or facilitate the delivery of, targeted skills development and learning opportunities for lawyers from across the sector (where there is demand/interest)	
<b>6.12</b>	Provide support, as required, for law reform initiatives	
<b>6.13</b>	Provide support to whole-of-sector legal and policy initiatives supported by the program, as required	
<b>6.14</b>	Contribute to reporting and other aspects of partnership management as requested by the Program Coordinator (Justice) particularly in relation to gender equity issues relating to the work of the program	
<b>6.15</b>	<p>Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program as well as participating in processes that facilitate this. This will include:</p> <ul style="list-style-type: none"> <li>• Commitment and support for the principles in the Justice and Community Services Capacity Development Strategy (as updated from time to time) including the application of the five levels of capacity development; applied work-place learning; and an express action-research approach</li> <li>• Effective monitoring and evaluation of outcomes of all interventions implemented by the adviser in a way that contributes to the M&amp;E and tracking of progress of the program as a whole.</li> <li>• Contribution to the priorities and strategies that are mainstreamed across the program.</li> </ul>	
<b>7</b>	<b>Reports To</b>	Program Coordinator (Justice) and Public Solicitor (joint supervision)
<b>8</b>	<b>Supervises</b>	Mentors legal officers however no 'in-line' management responsibility
<b>9</b>	<b>Frequent Contact</b>	Legal officers and other staff of the PSO, other public sector lawyers, and program personnel



<b>10</b>	<b>Impact of Decisions</b> (risk management)	<ul style="list-style-type: none"> <li>• Regular communication and reporting to joint supervisors</li> <li>• Keep joint supervisors informed of any requests for advice from other stakeholders in the sector</li> </ul>
<b>11</b>	<b>Special Conditions</b>	Must be willing to travel outside Port Vila as required
<b>12</b>	<b>Key Deliverables</b>	<ul style="list-style-type: none"> <li>• PSO trainings and training materials (materials should be provided in a manner that can be used by other staff of the PSO)</li> <li>• Verbal (3 monthly) and written (6 monthly) reporting to Program Coordinator (Justice)</li> </ul>
<b>13</b>	<b>Selection Criteria</b>	
<b>13.1</b>	<b>Qualification</b>	Law Degree and admission to practice in a relevant jurisdiction
<b>13.2</b>	<b>Experience and Capabilities</b>	<ul style="list-style-type: none"> <li>• Criminal law experience particularly with respect to sexual offences, homicide and drug offences</li> <li>• Experience in case management and the mentoring and supervision of other legal officers</li> <li>• At least five years of experience in management and delivery of legal aid or other legal work relevant to the work of the PSO</li> <li>• Understanding of and ability to design and implement capacity development and skills transfer activities</li> <li>• Experience in preparation and delivery of adult professional training and development</li> <li>• Demonstrated ability to work collaboratively and respectfully in a cross cultural setting</li> <li>• Demonstrated ability to exercise sound professional judgement in sensitive situations</li> <li>• Understanding of gender and development issues (desirable)</li> <li>• Understanding of law and development issues (desirable)</li> <li>• Previous experience working in Melanesian culture (desirable)</li> <li>• Eligible to obtain Vanuatu visa</li> </ul>
<b>13.3</b>	<b>Thinking Style</b>	<ul style="list-style-type: none"> <li>• Analytical and practical</li> </ul>
<b>13.4</b>	<b>Communication and Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills</li> <li>• Good interpersonal skills</li> </ul>
<b>13.5</b>	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Tact and negotiation skills</li> <li>• Integrity and transparency</li> <li>• Commitment to skills transfer and effective capacity development</li> <li>• Willingness to consult and work in a multi-disciplinary team</li> </ul>
<b>13.6</b>	<b>Language</b>	<ul style="list-style-type: none"> <li>• English fluency essential; French desirable</li> <li>• Willingness to learn Bislama and use in the workplace</li> </ul>

<b>1</b>	<b>Job Title</b> <b>Indicative ARF Group/Level</b>	<b>Adviser, Office of the Public Prosecutor (OPP)</b> <b>Group D, Level 2</b>
<b>2</b>	<b>Location</b>	Port Vila, Vanuatu and possible travel to provincial locations in Vanuatu
<b>3</b>	<b>Contact Duration and Dates</b>	(full time): 1 January 2017 - 31 December 2019
<b>4</b>	<b>Purpose</b>	<p>Advisory support to OPP (80%):</p> <ul style="list-style-type: none"> <li>▪ To assist the Vanuatu Office of the Public Prosecutor (OPP) to continue to improve service delivery and to become increasingly self-reliant</li> <li>▪ To facilitate capacity development within the OPP through mentoring and demonstration of legal advocacy techniques, case preparation, case management and effective conduct of litigation</li> <li>▪ To support and facilitate cross-sector capacity development initiatives that relate to the OPP, where appropriate</li> </ul> <p>*Support should be provided to OPP staff in Port Vila as well as in provincial locations.</p> <p>In addition to advisory support to the OPP, the adviser will support the provision of general legal strengthening support across the sector (20%):</p> <ul style="list-style-type: none"> <li>▪ To provide targeted skills development and learning opportunities for lawyers from across the sector to build legal skills and knowledge</li> <li>▪ To support law reform across the sector, particularly where reform could improve justice outcomes for vulnerable and at risk groups</li> <li>▪ To support other legal and policy activities as appropriate and in line with sector and program priorities</li> </ul> <p>*These functions should be carried out in a way that preserves the independence of the OPP and does not risk creating any conflict-of-interest, perceived or actual.</p>
<b>5</b>	<b>Key Result Areas</b>	
<b>5.1</b>	OPP improves service delivery, including continuing to provide competent and professional legal services	
<b>5.2</b>	Increased competence of OPP legal officers and other OPP staff	
<b>5.3</b>	Improved systems within the OPP so that OPP is managing its workload more efficiently and staff are aware of and use relevant procedures and systems	
<b>5.4</b>	Public sector lawyers are providing more professional and timely representation	
<b>6</b>	<b>Duties and Responsibilities</b>	
<b>6.1</b>	Build productive working relationships with the Public Prosecutor and all other staff within the OPP	
<b>6.2</b>	Support and assist the Public Prosecutor on office and staff management, including executive mentoring, as required	
<b>6.3</b>	Provide in-house training to the staff of the OPP and prepare associated training materials that can be	

	used by other staff members within the OPP to deliver training	
<b>6.4</b>	Provide mentoring and guidance to all OPP staff on the management of files and clients	
<b>6.5</b>	Appear in cases on an exceptional basis when requested by the Public Prosecutor with their approval and the approval of the Program Coordinator (Justice) and DFAT	
<b>6.6</b>	Assist in and support the provision of advice by the Public Prosecutor or their staff to clients (the adviser must not provide that advice in his/her name as the acting prosecutor)	
<b>6.7</b>	Support OPP legal offices to develop legal awareness and outreach materials and presentations	
<b>6.8</b>	Support OPP staff to build links with and work collaboratively together with other agencies and institutions of the Vanuatu policing, justice and community services sector	
<b>6.9</b>	Support case and data management initiatives of the OPP, where appropriate, in collaboration with and support of the Case and Data Management Adviser	
<b>6.10</b>	Provide mentoring and guidance to the legal staff within the Public Prosecutor's Office on legal matters, including case preparation and written submissions for the Magistrates' Court, Supreme Court and Court of Appeal	
<b>6.11</b>	Deliver, or facilitate the delivery of, targeted skills development and learning opportunities for lawyers from across the sector (where there is demand/interest)	
<b>6.12</b>	Provide support, as required, for law reform initiatives	
<b>6.13</b>	Provide support to whole-of-sector legal and policy initiatives supported by the program, as required	
<b>6.14</b>	Contribute to reporting and other aspects of partnership management as requested by the Program Coordinator (Justice) particularly in relation to gender equity issues relating to the work of the program	
<b>6.15</b>	<p>Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program as well as participating in processes that facilitate this. This will include:</p> <ul style="list-style-type: none"> <li>• Commitment and support for the principles in the Justice and Community Services Capacity Development Strategy (as updated from time to time) including the application of the five levels of capacity development; applied work-place learning; and an express action-research approach</li> <li>• Effective monitoring and evaluation of outcomes of all interventions implemented by the adviser in a way that contributes to the M&amp;E and tracking of progress of the program as a whole.</li> <li>• Contribution to the priorities and strategies that are mainstreamed across the program.</li> </ul>	
<b>7</b>	<b>Reports To</b>	Program Coordinator (Justice) and Public Prosecutor (joint supervision)
<b>8</b>	<b>Supervises</b>	Mentors legal officers however no 'in-line' management responsibility
<b>9</b>	<b>Frequent Contact</b>	Legal officers and other staff of the OPP, other public sector lawyers, and program personnel

<b>10</b>	<b>Impact of Decisions</b> (risk management)	<ul style="list-style-type: none"> <li>• Regular communication and reporting to joint supervisors</li> <li>• Keep joint supervisors informed of any requests for advice from other stakeholders in the sector</li> <li>• Possibility of only providing advisory support on legal issues relating to sexual offences and domestic violence offences to limit the possibility of (perceived) politicisation of the role</li> </ul>
<b>11</b>	<b>Special Conditions</b>	Must be willing to travel outside of Port Vila as required
<b>12</b>	<b>Key Deliverables</b>	<ul style="list-style-type: none"> <li>• OPP trainings and training materials (materials should be provided in a manner that can be used by other staff of the OPP)</li> <li>• Reporting to Program Coordinator (Justice)</li> </ul>
<b>13</b>	<b>Selection Criteria</b>	
<b>13.1</b>	<b>Qualification</b>	Law Degree and admission to practice in a relevant jurisdiction
<b>13.2</b>	<b>Experience and Capabilities</b>	<ul style="list-style-type: none"> <li>• Criminal law experience particularly with respect to sexual offences, domestic violence, homicide and drug offences</li> <li>• Experience in case management and the mentoring and supervision of other legal officers</li> <li>• At least five years of prosecutorial experience or other legal work relevant to the work of the OPP</li> <li>• Understanding of and ability to design and implement capacity development and skills transfer activities</li> <li>• Experience in preparation and delivery of adult professional training</li> <li>• Demonstrated ability to work collaboratively and respectfully in a cross cultural setting</li> <li>• Demonstrated ability to exercise sound professional judgement in sensitive situations</li> <li>• Understanding of gender and development issues (desirable)</li> <li>• Understanding of law and development issues (desirable)</li> <li>• Previous experience working in Melanesian culture (desirable)</li> <li>• Eligible to obtain Vanuatu visa</li> </ul>
<b>13.3</b>	<b>Thinking Style</b>	<ul style="list-style-type: none"> <li>• Analytical and practical</li> </ul>
<b>13.4</b>	<b>Communication and Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills</li> <li>• Good interpersonal skills</li> </ul>
<b>13.5</b>	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Tact and negotiation skills</li> <li>• Integrity and transparency</li> <li>• Commitment to skills transfer and effective capacity development</li> <li>• Willingness to consult and work in a multi-disciplinary team</li> </ul>
<b>13.6</b>	<b>Language</b>	<ul style="list-style-type: none"> <li>• English fluency essential; French desirable; willingness to learn Bislama</li> </ul>

1	<b>Job title</b> <b>ARF Level/Group</b>	<b>Family Protection and Community Engagement Advisor</b> <b>D2 (Senior Constable – Sergeant)</b>
	<b>Duration</b>	<b>Four years (full time): 1 January 2017 - 31 December 2020</b>
2	<b>Location</b>	Port Vila, Vanuatu with frequent travel to provincial areas.
3	<b>Purpose</b>	Based at Port Vila Station with frequent travel to provincial areas, this advisor will assist the VPF to deliver community engagement initiatives and appropriately (and lawfully) respond to crimes affecting women, children and youth.
4	<b>Duties and responsibilities</b>	
<ul style="list-style-type: none"><li>▪ Establish and maintain effective working relationships with the VPF Family Protection, Crime Prevention and Frontline Policing OICs, officers and relevant stakeholders</li><li>▪ Provide advice and information to the OICs of the Family Protection and Crime Prevention Units, particularly in relation to improving service delivery experiences for women, children and youth</li><li>▪ Establish and maintain regular reporting with internal and external stakeholders regarding progress against SRBJS outcomes and the M&amp;E Framework</li><li>▪ Provide practical and technical advice on VPF operational funding requests in relation to the family protection, gender based violence, community engagement and crime prevention (in line with VPF processes)</li><li>▪ Support the strengthening and implementation of VPF systems and processes, particularly in relation to case and data management, policies and governance and media engagement</li><li>▪ Contribute to reporting, day-to-day operations and other aspects of program management as requested by the Program Coordinator Policing</li><li>▪ Advocate for advancing gender equity within the VPF, including supporting the OICs of Crime Prevention and Family Protection Units to implement recommendations from the <i>Evaluation of Women’s Participation in the VPF</i></li><li>▪ Work with the VPF Crime Prevention Unit to coordinate and drive community engagement activities, particularly in relation to crimes most affecting or women, children and youth</li><li>▪ Assist the VPF Crime Prevention Unit to develop/strengthen relationships (and jointly plan) activities with Government of Vanuatu, Chiefs, NGOs and relevant community representatives</li><li>▪ Building on SRBJS research, work closely with the VPF and relevant SRBJS Advisors to develop staged community engagement initiatives/plans, including for Malekula and Blacksands</li><li>▪ Assist the VPF to implement staged community engagement initiatives/plans</li><li>▪ Work with the VPF, SRBJS advisers and MJCS on appropriate child protection programming</li><li>▪ Support and mentor OIC Family Protection Units and relevant officers on approved and best practice approaches to service delivery and victim liaison</li><li>▪ Explore opportunities with the VPF to expand victim support processes and resources (i.e. liaison role)</li><li>▪ Support strengthened relationships/cooperation between VPF Family Protection Units and the Vanuatu Women’s Centre</li><li>▪ Work closely with New Zealand Police to identify and implement collaborative initiatives related to community engagement (3P) and family and gender based violence (PPDVP)</li><li>▪ Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program’s end of program outcomes by mutually reinforcing strategies developed by the program as well as participating in processes that facilitate this. This will include:<ul style="list-style-type: none"><li>• Commitment and support for the principles in the Justice and Community Services Capacity Development Strategy (as updated from time to time) including the application of the five levels of capacity development; applied work-place learning; and an express action-research approach</li><li>• Effective monitoring and evaluation of outcomes of all interventions implemented by the adviser in a way that contributes to the M&amp;E and tracking of progress of the program as a whole.</li><li>• Contribution to the priorities and strategies that are mainstreamed across the program</li></ul></li></ul>		

<b>5</b>	<b>Reports to</b>	Program Coordinator Policing
<b>6</b>	<b>Frequent liaison</b>	OICs VPF Family Protection Units and relevant officers OICs VPF Crime Prevention and relevant officers OICs Frontline Policing and relevant officers SRBJS Advisers Relevant CSOs, programs and community & Church groups including: Vanuatu Women's Centre, UNICEF, Save the Children, Won Smolbag
<b>Selection Criteria</b>		
<b>7</b>	<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Five - ten years policing experience, at least two of which should be in a victim based crime role</li> <li>▪ Proven experience in responding to and handling family/domestic/gender based violence cases</li> <li>▪ Experience in general duties/community policing</li> <li>▪ Experience in developing and implementing community engagement and crime prevention activities</li> <li>▪ Proven mentoring skills</li> <li>▪ Demonstrated ability to work collaboratively and respectfully in a cross cultural setting</li> <li>▪ Demonstrated ability to exercise sound professional judgment in sensitive situations</li> <li>▪ Understanding of, and ability to implement, capacity development and skills transfer activities</li> <li>▪ Understanding of police development issues</li> <li>▪ Understanding of gender and development issues</li> <li>▪ Previous experience working in developing countries and/or Melanesian culture (desirable)</li> </ul>
<b>8</b>	<b>Languages</b>	English fluency essential Bislama or willingness to learn and use in the workplace

<b>1.</b>	<b>Job Title</b> <b>Indicative ARF Level/Group</b>	<b>Adviser, Corporate Services Unit (CSU), Vanuatu Police Force (VPF)</b> <b>C3 or locally-engaged</b>
<b>2.</b>	<b>Contract Duration and Dates</b>	(full time): 1 January 2017 - 31 December 2019
<b>1.</b>	<b>Purpose</b>	<ul style="list-style-type: none"> <li>▪ To support improved performance of the CSU, VPF</li> <li>▪ To support improved financial and human resource management in the VPF</li> <li>▪ To support improved planning, monitoring, evaluation and reporting in the VPF</li> </ul> <p>*This position is an in-line role whereby the adviser engaged will fulfil the functions of the CSU Director</p>
<b>4</b>	<b>Key Result Areas</b>	
<b>4.1</b>	Human resource and financial management is improved within the VPF	
<b>4.2</b>	Financial management practices are improved within the VPF	
<b>4.3</b>	Improved planning, reporting, monitoring and evaluation within the VPF	
<b>5</b>	<b>Duties and Responsibilities</b>	
<b>5.1</b>	Responsible for and leads on the day-to-day management of the CSU including financial and human resource management, monitoring, evaluation, planning and reporting	
<b>5.2</b>	Builds effective working relationships and works collaboratively with CSU staff, VPF Commissioner and Executive, program personnel	
<b>5.3</b>	Provide advice, on-the-job training and mentoring to CSU staff with respect to financial and human resource management, monitoring, evaluation, planning and reporting. This should be done in close collaboration with program advisers who similarly provide support in this area	
<b>5.4</b>	Work closely with the Program Coordinators to ensure financial and human resource management issues are raised at a strategic level	
<b>5.5</b>	Ensure applications for funding through the VPF Operational Fund are appropriate and comply with program requirements	
<b>5.6</b>	Together with the program Public Financial Management (PFM) Adviser, work with VPF Executive, CSU and Program Coordinator (Policing) to rationalise the use of available funding support (the VPF Operational Fund), so it becomes a tool for improved planning and gives the VPF greater ownership of the assistance	
<b>5.7</b>	Support the civilianisation of the VPF CSU	
<b>5.8</b>	<ul style="list-style-type: none"> <li>▪ Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program as well as participating in processes that facilitate this. This will include: <ul style="list-style-type: none"> <li>• Commitment and support for the principles in the Justice and Community Services Capacity Development Strategy (as updated from time to time) including the application of the five levels of capacity development; applied work-place learning; and an express action-research approach</li> <li>• Effective monitoring and evaluation of outcomes of all interventions implemented by the adviser in a way that contributes to the M&amp;E and tracking of progress of the program as a whole.</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>Contribution to the priorities and strategies that are mainstreamed across the program</li> </ul>
6	<b>Reports to</b>	VPF Commissioner; Program Coordinators (joint supervision)
7	<b>Supervises</b>	CSU staff
8	<b>Frequent Contact</b>	CSU staff, VPF Commissioner and Executive, program personnel
9	<b>Special Conditions</b>	Must be willing to travel outside of Port Vila as required
10	<b>Key Deliverables</b>	<ul style="list-style-type: none"> <li>Reporting to Program Coordinators</li> </ul>
11	<b>Selection Criteria</b>	
11.1	<b>Qualification</b>	A university degree in Law, Arts, Economics, Business, Criminology or equivalent experience
11.2	<b>Experience and Capabilities</b>	<ul style="list-style-type: none"> <li>Demonstrated ability to manage people across cultures and strong management experience</li> <li>Previous experience managing development assistance partnerships</li> <li>Understanding of financial and human resource management</li> <li>Understanding of policing issues particularly in Melanesia</li> <li>Understanding of sound procurement practices</li> <li>Ability to liaise and negotiate across cultures</li> <li>Eligibility to obtain Vanuatu visas</li> <li>Previous experience working in Melanesian culture (desirable)</li> </ul>
11.4	<b>Thinking Style</b>	Analytical and practical
11.5	<b>Communication/ Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>Strong oral and written communication skills</li> <li>Good interpersonal skills</li> </ul>
11.6	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>Tact and negotiation skills</li> <li>Integrity and transparency</li> <li>Commitment to skills transfer and capacity development</li> <li>Willingness to consult and work in a multi-disciplinary team</li> </ul>
11.7	<b>Language</b>	<ul style="list-style-type: none"> <li>English fluency essential; French desirable</li> <li>Willingness to learn Bislama and use in the workplace</li> </ul>



	<b>Job Title</b> <b>Indicative ARF Level/Group</b>	<b>Public Financial Management Adviser (PFM Adviser)</b> <b>C2</b>
<b>2.</b>	<b>Contract Duration and Dates</b>	(full time): January 2017 – December 2020
<b>3.</b>	<b>Purpose</b>	To improve, standardise and make reliable the public financial management processes within the corporate support areas of Government of Vanuatu Ministry of Justice and Community Services, and law and justice sector agencies, including the Vanuatu Police Force
<b>4</b>	<b>Key Result Areas</b>	
<b>4.1</b>	Financial management is improved across the sector	
<b>4.2</b>	Budgets prepared feature credible Estimates and are consistent with agreed policy, strategy and annual workplans	
<b>5</b>	<b>Duties and Responsibilities</b>	
<b>5.1</b>	Work with the Ministry of Justice and Community Services (MJCS) and Vanuatu Police Force (VPF) Corporate Services Unit (CSU) to prioritise recommendations of the PFM Assessment carried out for the law and justice sector (2013, 2017), to strengthen partner government systems and processes	
<b>5.2</b>	Provide advice and support for the implementation of PFM Assessment recommendations to VPF Executive, Director-General, MJCS and Program Coordinators	
<b>5.3</b>	Provide mentoring to the MJCS Financial Manager and Senior Finance Manager of VPF CSU to implement the prioritised PFM Assessment recommendations	
<b>5.4</b>	Continue to assess and recommend whether an increased use of partner government systems for channelling Australian aid is feasible or warranted (incremental piloting or staged approach can be considered) and advise DFAT and the Program Leadership Team	
<b>5.5</b>	Work closely with the Program Coordinators to ensure issues regarding sector wide corporate services units and financial management are raised at a strategic level	
<b>5.6</b>	Provide training by implementing the (already developed and agreed) training strategy for CSU staff, MJCS financial management staff and staff with financial management responsibilities across the sector, including the VPF, that is consistent with the requirements of the Ministry of Finance and Economic Management (MFEM)	
<b>5.7</b>	Work with VPF Executive, CSU and Program Coordinator (Policing) to rationalise the use of available funding support (the VPF Operational Fund), so it becomes a tool for improved planning and gives the VPF greater ownership of the assistance	
<b>5.8</b>	In collaboration with Program Coordinator (Policing) and Senior Manager, assist the VPF CSU and other designated officers to implement the endorsed approach of action regarding the fund	
<b>5.10</b>	Work with the VPF Executive and CSU to analyse 'the real cost of policing' in order to develop budget proposals (that cover the cost of current salary shortfalls) and reliable budgets for functional areas within the VPF, as appropriate	
<b>5.11</b>	Provide support to the VPF and MJCS and the sector agencies to develop budgets and accompanying narratives	
<b>5.12</b>	Support the VPF and MJCS in the collection of quality data according to the sector M&E Framework and the program M&E framework (once developed), in areas of responsibility, to inform reporting to Prime Minister's Office (PMO) Monitoring & Evaluation (M&E) Unit	

5.13	Work with the VPF Executive, CSU, and Program Coordinator (Policing) to develop a strategy to continue to support the civilianisation of the VPF CSU	
5.14	<ul style="list-style-type: none"> <li>▪ Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program as well as participating in processes that facilitate this. This will include: <ul style="list-style-type: none"> <li>• Commitment and support for the principles in the Justice and Community Services Capacity Development Strategy (as updated from time to time) including the application of the five levels of capacity development; applied work-place learning; and an express action-research approach</li> <li>• Effective monitoring and evaluation of outcomes of all interventions implemented by the adviser in a way that contributes to the M&amp;E and tracking of progress of the program as a whole.</li> <li>• Contribution to the priorities and strategies that are mainstreamed across the program</li> </ul> </li> </ul>	
6	<b>Reports to</b>	Program Coordinators
7	<b>Supervises</b>	Mentors finance officers however no 'in-line' management responsibility
8	<b>Frequent Contact</b>	Senior Finance Manager, CSU, VPF; Director, CSU, VPF; Finance Manager, MJCS; program personnel; Director General, MJCS; Executive Officer, MJCS, finance officers of sector agencies. (Some contact also with MFEM staff, Department of Finance, and PFM and procurement advisers across the Australian Aid program)
9	<b>Special Conditions</b>	Must be willing to travel outside of Port Vila as required
10	<b>Key Deliverables</b>	<ul style="list-style-type: none"> <li>• Trainings and training materials (materials should be provided in a manner that can be used by other staff of the PSO)</li> <li>• Verbal (3 monthly) and written (6 monthly) reporting to Program Coordinators</li> </ul>
11	<b>Selection Criteria</b>	
11.1	<b>Qualification</b>	Financial Management degree or work experience relevant to public financial management
11.2	<b>Special Business Education</b>	Practice management (desirable)
11.3	<b>Experience and Capabilities</b>	<ul style="list-style-type: none"> <li>• Minimum of 10 years professional experience in public financial management, budget processes and management</li> <li>• Extensive training and a university degree in public finance, finance, economics, public policy, public administration, or a related discipline. Master's preferred</li> <li>• Extensive experience in undertaking process and policy analysis of public financial management and budget processes</li> <li>• Experience in setting up and/or managing grants or funding mechanisms</li> <li>• Demonstrated ability to work collaboratively and respectfully in a cross cultural setting, ensuring counterpart ownership</li> <li>• Experience working with a developing country government agency</li> <li>• An understanding of the social, economic, cultural, political and institutional factors affecting development in Vanuatu and developing countries.</li> <li>• Experience in justice sector or police agencies budget planning and</li> </ul>

		management processes (desirable)
<b>11.4</b>	<b>Thinking Style</b>	Analytical and practical
<b>11.5</b>	<b>Communication/ Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills</li> <li>• Good interpersonal skills</li> </ul>
<b>11.6</b>	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Tact and negotiation skills</li> <li>• Integrity and transparency</li> <li>• Commitment to skills transfer and capacity development</li> <li>• Willingness to consult and work in a multi-disciplinary team</li> </ul>
<b>11.7</b>	<b>Language</b>	<ul style="list-style-type: none"> <li>• English fluency essential; French desirable</li> <li>• Willingness to learn Bislama and use in the workplace</li> </ul>

<b>1</b>	<b>Job Title</b>	<b>Systems Officer</b>
<b>2</b>	<b>Contract Duration and Dates</b>	(full time): 1 January 2017 – 31 December 2020
<b>3</b>	<b>Location</b>	Based in Port Vila, Vanuatu but willingness to travel to provincial centres as required
<b>4</b>	<b>Purpose</b>	<ul style="list-style-type: none"> <li>To work with Vanuatu Police Force (VPF), Ministry of Justice and Community Services (MJCS) and justice sector agencies/Courts, in collaboration with the Office of the Government Chief Information Officer (OGCIO) and supported by the Case and Data Management Adviser (CDMA), to support agreed ICT priorities of the police, justice and community services sector</li> </ul>
<b>5</b>	<b>Key Result Areas</b>	
<b>5.1</b>	Progress the development and use of systems across the sector	
<b>5.2</b>	Support incremental improvement in data in relevant agencies	
<b>5.3</b>	Case and data management systems increasingly contribute to improvements in service delivery	
<b>6</b>	<b>Duties and Responsibilities</b>	
<b>6.1</b>	With support from the CDMA, establish and maintain productive, consultative and transparent working relationships with the Chief Information Officer, OGCIO; Director-General, MJCS; Police Commissioner, Vanuatu Police Force and the heads of agencies and departments within the Ministry and the policing, justice and community services sector and courts	
<b>6.2</b>	Develop an understanding of the business needs of the relevant institutions as well as business system concepts more generally	
<b>6.3</b>	Working closely with the CDMA, provide support to the sector's identified priorities for enhanced case and data management as set out in the <i>Case and Data Management Roadmap for the Justice and Community Services Sector (June 2014)</i> .	
<b>6.4</b>	Provide support for the writing of tender documents with respect to information technology systems and participate in the evaluation and selection of service providers as appropriate. Officer may also be required to help manage tender processes under guidance and with support.	
<b>6.5</b>	Work with and increasingly provide management and coordination for ICT projects within the relevant agencies of the sector	
<b>6.6</b>	Provide hands-on technical support, as needed, particularly with MS Excel to assist in the establishment of spreadsheets, recording, reporting and analysis which allows for the enhancement of data quality and preparedness for more advanced systems as a transitional phase for many of the agencies within the sector	
<b>6.7</b>	Liaise with the OGCIO to ensure a good understanding of what is occurring in the area of information and technology in other sectors to ensure consistency, where appropriate, and leveraging opportunities and	

	shared lessons where valuable	
6.8	Provide assessment of current systems in terms of their functionality and usability in order to provide advice to agencies within the sector. Map business processes for agencies as needed.	
6.9	Develop assessments and business cases for ICT development tailored to the justice, policing and community services sector in Vanuatu, as needed	
6.10	<ul style="list-style-type: none"> <li>▪ Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program as well as participating in processes that facilitate this. This will include: <ul style="list-style-type: none"> <li>• Commitment and support for the principles in the Justice and Community Services Capacity Development Strategy (as updated from time to time) including the application of the five levels of capacity development; applied work-place learning; and an express action-research approach</li> <li>• Effective monitoring and evaluation of outcomes of all interventions implemented by the adviser in a way that contributes to the M&amp;E and tracking of progress of the program as a whole.</li> <li>• Contribution to the priorities and strategies that are mainstreamed across the program</li> </ul> </li> </ul>	
7	<b>Reports to</b>	Director General, MJCS and Program Coordinators (joint supervision)
8	<b>Frequent Contacts</b>	Director-General, MJCS; Director, CSU, VPF; Program Coordinator; Senior Manager; Heads of Agencies/Institutions; Staff of agencies and institutions; Monitoring Officer; Chief Justice/Chief Registrar; ICT service providers; non-governmental organisations within the sector
9	<b>Special Conditions</b>	Must be willing to travel outside Port Vila as required
10	<b>Selection Criteria</b>	
10.1	<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Minimum of 10 years professional experience in telecommunications, computerisation, web-enabling, common data definitions, business process re-engineering, IT planning, enterprise architecture and IT government networks</li> <li>• Exposure/experience in justice sector case and data management systems, with appropriate qualifications and training</li> <li>• University degree in information technology, economics, engineering, finance, justice, law or related field (or equivalent experience)</li> </ul>
10.2	<b>Special Business Education</b>	Advanced skills in MS Excel
10.3	<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Understanding of the justice sector</li> <li>• Good understanding of how ICT systems (and data) work and how they are built</li> <li>• Demonstrable expertise in MS Excel including being able to use it for analysis</li> <li>• Experience in program/project management and management of outputs to deadlines</li> <li>• Has good interpersonal skills for working with people of all different levels and all different educational backgrounds</li> <li>• Demonstrated experience in developing IT business cases and</li> </ul>

		<ul style="list-style-type: none"> <li>undertaking financial plans</li> <li>• Demonstrated ability to work collaboratively and respectfully in a cross-cultural setting, ensuring counterpart ownership</li> <li>• Experience in balancing people, process and technology all the time to ensure good implementation of IT systems</li> <li>• Good understanding of networks, connectivity, videoconferencing and communications</li> <li>• Understands the principles of data modelling</li> <li>• Experience in communicating systems and technology matters in a way that is comprehensible to lay people within the sector</li> <li>• Understanding of gender and development issues (desirable)</li> <li>• Understanding of law and development issues (desirable)</li> </ul>
<b>10.4</b>	<b>Thinking style</b>	<ul style="list-style-type: none"> <li>• Analytical and practical</li> </ul>
<b>10.5</b>	<b>Communication/ Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills</li> <li>• Good interpersonal skills</li> </ul>
<b>10.6</b>	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Tact and negotiation skills</li> <li>• Integrity and transparency</li> <li>• Able to gain the trust of stakeholders.</li> <li>• Willingness to consult and work in a multi-disciplinary team</li> <li>• Able to balance competing priorities and manage tasks</li> <li>• Shows initiative</li> </ul>
<b>10.7</b>	<b>Language</b>	<ul style="list-style-type: none"> <li>• English and Bislama fluency essential; French desirable</li> </ul>

<b>1</b>	<b>Job title</b> <b>ARF Level</b>	<b>Project Officer (Access to Justice) (full time)</b> <b>Not applicable – locally recruited person</b>
<b>2</b>	<b>Location</b>	Port Vila and travel to provincial locations as needed
<b>3</b>	<b>Contract Duration</b>	(full-time) 1 January 2017 – 31 December 2020
<b>4</b>	<b>Purpose</b>	<p>4. To lead on implementation of select program activities/tailored pilot initiatives addressing access to justice, including for survivors of violence against women and children</p> <p>5. To coordinate program support for select program activities/ tailored pilot initiatives in Malekula and Blacksands</p>
<b>5</b>	<b>Key Results Areas</b>	
<b>5.1</b>	Pilot initiatives/select program activities addressing access to justice, including for survivors of violence against women and children are effectively implemented	
<b>5.2</b>	Key implementing partners for pilot initiatives/select program activities are supported to effectively coordinate and collaborate as needed	
<b>5.3</b>	Supporting the effective monitoring and evaluation for the implementation of program activities, including pilot initiatives	
<b>6</b>	<b>Duties and responsibilities</b>	
<b>6.1</b>	Establish and maintain open, effective and respectful relationships with key stakeholders (in Port Vila as well as at the provincial and community levels) which nurture sharing of information and allow for collaborative and coordinated efforts to support pilot initiatives	
<b>6.2</b>	Consult broadly with stakeholders to ensure an agreed approach for implementing pilot initiatives and that there is broad understanding of the nature and objectives of the pilot(s)	
<b>6.3</b>	Support implementation of pilot initiatives/select program activities in accordance with an agreed workplan	
<b>6.4</b>	Support the establishment of oversight groups for pilot initiatives (as required) to provide oversight, advice and governance taking into consideration the other commitments of the membership and the most effective way to access their time and advice. Provide support to the oversight group(s) that will encourage engagement, coordination and collaboration including regular and effective review and planning for activities under the pilot(s)	
<b>6.5</b>	Work collaboratively with the Technical and Monitoring and Evaluation Adviser to develop and implement appropriate monitoring and evaluation tools for pilot initiatives which will include (but is not limited to) gathering of data; effective coordination, collaboration and information sharing; risk analysis and mitigation; within an approach of constant improvement and is supported by the key implementing partners	
<b>6.6</b>	Coordinate sufficient ongoing communications with all implementing partners and relevant stakeholders so that all involved feel sufficiently informed regarding the progress of pilot initiatives. Support the dissemination of information to stakeholders which is sensitive and respectful of the need for discretion in a small community but which provides constructive information for decision-making, as needed	
<b>6.7</b>	Assist in the logistics and coordination of the delivery of training for any pilot initiatives	

<b>6.8</b>	Any additional, appropriate support to pilot initiatives as needed from time to time	
<b>6.9</b>	<ul style="list-style-type: none"> <li>▪ Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program as well as participating in processes that facilitate this. This will include:               <ul style="list-style-type: none"> <li>• Commitment and support for the principles in the Justice and Community Services Capacity Development Strategy (as updated from time to time) including the application of the five levels of capacity development; applied work-place learning; and an express action-research approach</li> <li>• Effective monitoring and evaluation of outcomes of all interventions implemented by the adviser in a way that contributes to the M&amp;E and tracking of progress of the program as a whole.</li> <li>• Contribution to the priorities and strategies that are mainstreamed across the program</li> </ul> </li> </ul>	
<b>7</b>	<b>Reports to</b>	Program Coordinators
<b>8</b>	<b>Frequent contact</b>	Senior Manager Program staff and advisers Staff of agencies and institutions and non-government institutions at national and provincial levels Community leaders and members in pilot sites
<b>9</b>	<b>Special conditions</b>	Must be willing to travel outside of Port Vila as required
<b>Selection Criteria</b>		
<b>10</b>	<b>Qualification</b>	Graduate or higher qualifications in the area of law and/or relevant social sciences



<b>11</b>	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong skills and experience in working with issues related to violence against women</li> <li>• Good knowledge of the context of Vanuatu and violence against women in Vanuatu</li> <li>• Able to show initiative and drive the implementation with limited oversight, but also able to work within a team and able to seek advice and support when needed</li> <li>• High level skills in the analysis of information and the drafting of reports</li> <li>• Demonstrated skills in the conduct of facilitative, participatory consultations</li> <li>• Demonstrated skills, experience and commitment to mentoring and skills transfer</li> <li>• Excellent oral and written cross-cultural communication skills at multiple levels</li> <li>• Demonstrated understanding of the role of law as an intervention to prevent and protect vulnerable members of the community</li> </ul>
<b>12</b>	<b>Thinking style</b>	Analytical and practical
<b>13</b>	<b>Communication/ Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated high level cross-cultural, interpersonal, written and oral communication skills, adaptable to a wide variety of audiences</li> <li>• Demonstrated ability to work effectively with senior stakeholders and grass roots constituencies to deliver results on time</li> </ul>
<b>14</b>	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Tact and negotiation skills</li> <li>• Integrity and transparency</li> <li>• Commitment to skills transfer and effective capacity development</li> <li>• Willingness to consult and work in a multi-disciplinary team, as needed</li> </ul>
<b>15</b>	<b>Languages</b>	<ul style="list-style-type: none"> <li>• English and Bislama fluency essential</li> <li>• French desirable</li> </ul>

<b>1</b>	<b>Job title</b> <b>Indicative ARF Group/Level</b>	<b>Technical Director (Justice) (part time)</b> <b>D4</b>
<b>2</b>	<b>Duration</b>	(part-time) 1 January 2017 – 31 December 2020
<b>3</b>	<b>Location</b>	Home base with regular travel to Port Vila and to provinces as required
<b>4</b>	<b>Purpose</b>	<ol style="list-style-type: none"> <li>1. To mentor, advise, support as needed of the Program Coordinator (Justice), including providing quality assurance and background information for the deliverables of the program</li> <li>2. To provide support for strategic planning, reporting and evaluation</li> </ol>
<b>5</b>	<b>Key Result Areas</b>	
<b>5.1</b>	Provide support to the Program Coordinator (Justice) as needed and, in particular, support for strategic planning, reporting and evaluation	
<b>5.2</b>	Provide support to the Program Coordinator (Justice) with respect to her oversight of the approach for implementing evidence-based, targeted interventions in pilot sites to improve responsiveness of the justice system to the needs of women, children and youth	
<b>5.3</b>	Provide support and assistance to the Program Coordinator (Justice) as needed to ensure Australian assistance to the sector is well coordinated (with other development partners and programs) and efficient and that the justice component is well managed and effectively builds GoV self-reliance	
<b>5.4</b>	Provision of technical advice and quality assurance to the program as needed by the Program Coordinator and/or Senior Manager so that program deliverables are of a high quality and fulfil DFAT requirements	
<b>5.5</b>	To provide ongoing support and advice to the Senior Manager on an ad hoc basis relating to strategic program matters so that program deliverables are of a high quality and fulfil DFAT requirements	
<b>6</b>	<b>Duties and responsibilities</b>	
<b>6.1</b>	Establish and maintain an effective relationship with the Program Coordinator (Justice) who will be leading the justice component of the program	
<b>6.2</b>	<p><i>Support to the Program Coordinator (Justice) will include:</i></p> <ul style="list-style-type: none"> <li>• <i>Governance, Management and Administration:</i> providing support as required.</li> <li>• <i>Strategic planning and oversight:</i> providing support for: designing, implementing, and monitoring the work plan; providing strategic oversight that allows for flexibility to change and new opportunities, within the parameters of the agreed end-of-program-outcomes.</li> <li>• <i>Representation and relationships:</i> supporting the Program Coordinator (Justice), as needed and in ways that allow her to do this in her own style: to represent the program publicly; tend and maintain counterpart and stakeholder relationships; harmonise assistance to the sector with all other development partners through effective collaboration; and communicate the program's objectives and support in consistent and positive ways.</li> <li>• <i>Program, product and service delivery:</i> providing technical advice and quality assurance with respect to the deliverables of the program as needed. These might include six-monthly program reports; thinking pieces; developing annual, integrated, program-wide work-plans; providing feedback and oversight for all program deliverables including advisers' reports, monitoring and evaluation plans, gender and other strategies, and assessments.</li> </ul>	

	<ul style="list-style-type: none"><li>• <i>Monitoring, evaluation and risk assessment</i>: providing continuity of support to the Program Coordinator (Justice) to the extent she needs it which will allow for the monitoring of the delivery of the program in terms of time and budget; evaluation of outcomes and the program’s contribution to outcomes; and monitoring risk to ensure proactive mitigation of risk to the program.</li><li>• <i>Human resource management</i>: providing advice if needed regarding recruitment of people both as program staff and advisers, and as inline staff for sector agencies. Supporting the Program Coordinator (Justice) by providing advice to effectively manage the performance of the program team to deliver a cohesive, quality program where that is needed.</li></ul>		
6.3	Provision of technical advice and quality assurance to the program as needed by the Program Coordinator (Justice) and/or Senior Manager.		
6.4	<ul style="list-style-type: none"><li>▪ Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program’s end of program outcomes by mutually reinforcing strategies developed by the program as well as participating in processes that facilitate this. This will include:<ul style="list-style-type: none"><li>• Commitment and support for the principles in the Justice and Community Services Capacity Development Strategy (as updated from time to time) including the application of the five levels of capacity development; applied work-place learning; and an express action-research approach</li><li>• Effective monitoring and evaluation of outcomes of all interventions implemented by the adviser in a way that contributes to the M&amp;E and tracking of progress of the program as a whole.</li><li>• Contribution to the priorities and strategies that are mainstreamed across the program</li></ul></li></ul>		
7	Reports directly to	8	Directly supervises
	Managing Contractor; DFAT	N/A	
9	Frequent Internal Personal Contacts with	10	Occasional Internal Personal Contacts with
	Program Coordinator (Justice)  Senior Manager	Program advisers	
10	Frequent External Personal Contacts with	11	Occasional External Personal Contacts with
	DFAT	Other donors	
12	Special Conditions	Must be willing to travel outside Port Vila as required	
13	CRITERIA TO BE SELECTED FOR THIS POST		
13.1	Qualification	A university degree in Law, Arts, Economics, Business or equivalent experience	
13.2	Experience	<ul style="list-style-type: none"><li>• Demonstrated high level strategic and analytical skills</li><li>• Demonstrated ability to work collaboratively and respectfully in a cross cultural setting</li><li>• Understanding of and ability to design and implement capacity development and skills transfer activities</li><li>• Ability to work collaboratively with counterparts at a range of different levels</li><li>• Ability to oversee the work of other professional advisors</li></ul>	

		<ul style="list-style-type: none"> <li>• Eligibility to obtain Vanuatu and Australian visas</li> <li>• Understanding of gender and development issues (desirable)</li> <li>• Understanding of law and development issues (desirable)</li> <li>• Previous experience working in Melanesian culture (desirable)</li> </ul>
<b>13.3</b>	<b>Special Skills</b>	<ul style="list-style-type: none"> <li>• Driver's licence</li> </ul>
<b>13.4</b>	<b>Thinking style</b>	<ul style="list-style-type: none"> <li>• Analytical and practical</li> </ul>
<b>13.5</b>	<b>Communication/ Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills</li> <li>• Good interpersonal skills</li> </ul>
<b>13.6</b>	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Tact and negotiation skills</li> <li>• Integrity and transparency</li> <li>• Commitment to skills transfer and effective capacity development</li> </ul>
<b>13.7</b>	<b>Language</b>	<ul style="list-style-type: none"> <li>• English and Bislama fluency essential</li> <li>• French desirable</li> </ul>

<b>1</b>	<b>Job Title</b> <b>Indicative ARF Group/Level</b>	<b>Case and Data Management Adviser</b> <b>D4</b>
<b>2</b>	<b>Contract Duration and Dates</b>	(part time): 1 January 2017 – 31 December 2020 (120 days per annum)
<b>3</b>	<b>Location</b>	Port Vila, possible travel in Vanuatu, and home base
<b>4</b>	<b>Purpose</b>	<ul style="list-style-type: none"> <li>To support the Vanuatu Police Force (VPF), Ministry of Justice and Community Services (MJCS) and justice sector agencies/Courts, in collaboration with the Office of the Government Chief Information Officer (OGCIO) and MJCS Systems Officer, to strengthen the data quality and functionality and integration of information systems (in particular case and data management systems) across the Policing, Justice and Community Services Sector</li> <li>To develop the capacity of agencies within the sector to better use and manage the data collected in their information systems, and to help inform and drive business decisions</li> </ul>
<b>5</b>	<b>Key Result Areas</b>	
<b>5.1</b>	Progress the development and use of information systems across the sector	
<b>5.2</b>	Support sector agencies to improve the quality of data	
<b>5.3</b>	Support sector agencies to use the information from case and data management systems to inform evidence-based decisions about service-delivery	
<b>5.4</b>	Support sector agencies to make information visible to a wider audience, including the community	
<b>5.5</b>	Support integration between systems/agencies so that information can be moved faster and more reliably	
<b>6</b>	<b>Duties and responsibilities</b>	
<b>6.1</b>	Establish and maintain productive, consultative and transparent working relationships with the Director-General, MJCS, the Police Commissioner VPF and their delegates; and the heads of agencies and departments within the Ministry as well as the relevant agencies (State Law Office) and officers within the Prime Minister's Office (PMO) (including the Sector Analyst and Monitoring & Evaluation Officer), the Ministry of Internal Affairs (MIA) (with respect to the Vanuatu Police Force IT systems) and the OGCIO. Consult with other GoV and external stakeholders as appropriate	
<b>6.2</b>	Keep the Program Coordinators and program advisers informed of the progress of the case and data management support for the sector including any opportunities and challenges	
<b>6.3</b>	Assist sector agencies with their information management practices, including assisting and supporting with improving data quality, data analysis and use, and reporting	
<b>6.4</b>	Provide support to agencies within the sector to scope their systems needs and work with OGCIO to support the tender process for appropriate systems acquisition where funding is available and approved	
<b>6.5</b>	Assist agencies to prepare for new systems with respect to information "readiness" as well as discussions with respect to new systems and how these will impact on current work practices of each of the agencies	
<b>6.6</b>	Provide advice and support to relevant agencies and OGCIO on the installation and implementation of systems being developed for any agency of the sector	
<b>6.7</b>	Provide support, advice and training to the Systems Officer and work collaboratively with them to help them to fulfil their role effectively	
<b>6.8</b>	<ul style="list-style-type: none"> <li>Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the</li> </ul>	

	<p>program's end of program outcomes by mutually reinforcing strategies developed by the program as well as participating in processes that facilitate this. This will include:</p> <ul style="list-style-type: none"> <li>• Commitment and support for the principles in the Justice and Community Services Capacity Development Strategy (as updated from time to time) including the application of the five levels of capacity development; applied work-place learning; and an express action-research approach</li> <li>• Effective monitoring and evaluation of outcomes of all interventions implemented by the adviser in a way that contributes to the M&amp;E and tracking of progress of the program as a whole.</li> <li>• Contribution to the priorities and strategies that are mainstreamed across the program</li> </ul>	
<b>7</b>	<b>Reports to</b>	Program Coordinators, DG MJCS and Government Chief Information Officer (joint supervision)
<b>8</b>	<b>Supervises</b>	Supports in day-to-day supervision of the Systems Officer
<b>9</b>	<b>Frequent contact</b>	All law and justice agencies, including Police, State Law Office and Vanuatu Police Force and OGCIO; Ministry of Internal Affairs and other DFAT and New Zealand Aid programs and advisers; program personnel
<b>10</b>	<b>Key deliverables</b>	<ul style="list-style-type: none"> <li>• Providing incremental support across the sector to progress the sector towards the use of systems that are embedded and trusted and provide a basis for reliable and transparent data</li> <li>• Mentoring, assistance and support to the Systems Officer to help them to fulfil their role effectively</li> <li>• Reporting to Program Coordinators</li> </ul>
<b>11</b>	<b>Selection Criteria</b>	
<b>11.1</b>	<b>Qualification</b>	<ul style="list-style-type: none"> <li>• A degree in a relevant field or at least 15 years' experience in international telecommunications, computerisation, web-enabling, common data definitions, business process re-engineering, strategic IT planning, enterprise architecture and IT government networks</li> </ul>
<b>11.2</b>	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 15 years professional experience in international telecommunications, computerisation, web-enabling, common data definitions, business process re-engineering, strategic IT planning, enterprise architecture and IT government networks</li> <li>• Higher level degree in business or public sector administration or similar (or equivalent experience)</li> <li>• Extensive experience in developing ICT systems and high level strategic planning for the law and justice sector</li> <li>• Extensive experience in justice sector case and data management systems, with appropriate qualifications and training</li> <li>• Extensive training and a university degree in information technology, economics, engineering, finance, law or related field</li> <li>• Demonstrated experience in developing IT business cases and undertaking financial plans</li> <li>• Demonstrated ability to work collaboratively and respectfully in a cross cultural setting, ensuring counterpart ownership</li> <li>• Prior experience in order of preference in: Vanuatu, Pacific island economies, and developing countries, developed countries</li> <li>• Excellent presentation, analytic and writing skills in English</li> </ul>

<b>11.2</b>	<b>Special Skills</b>	<ul style="list-style-type: none"> <li>• Relevant IT skills</li> </ul>
<b>11.3</b>	<b>Thinking style</b>	<ul style="list-style-type: none"> <li>• Analytical and practical</li> </ul>
<b>11.4</b>	<b>Communication/ Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated high level cross-cultural, interpersonal, written and oral communication skills, adaptable to a wide variety of audiences.</li> <li>• Demonstrated ability to work effectively with senior management and as part of a team to deliver results on time.</li> </ul>
<b>11.5</b>	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Tact and collaborative skills</li> <li>• Integrity and transparency</li> <li>• Commitment to skills transfer and effective capacity development</li> <li>• Willingness to consult and work in a multi-disciplinary team</li> </ul>
<b>11.6</b>	<b>Language</b>	<ul style="list-style-type: none"> <li>• English fluency essential</li> <li>• Wiling to learn Bislama</li> <li>• French (desirable)</li> </ul>

<b>1</b>	<b>Job Title</b> <b>Indicative ARF Group/Level</b>	<b>Adviser, Magistrate's Court</b> <b>Group D, Level 4</b>
<b>2</b>	<b>Location</b>	Port Vila, Vanuatu and travel to provincial locations in Vanuatu
<b>3</b>	<b>Contact Duration and Dates</b>	(part time): 1 January 2017 - 31 December 2020
<b>4</b>	<b>Purpose</b>	<p>Advisory support to OPP (80%):</p> <ul style="list-style-type: none"> <li>▪ To provide targeted skills development and learning opportunities for Magistrates to build legal skills and knowledge (in laws and procedure)</li> <li>▪ To support reduction in the backlog of cases (fulfils an in-line function of presiding over cases)</li> <li>▪ To provide support for the administrative, managerial and operational functions of the Magistrates' Court</li> <li>▪ To support the institutional strengthening of the Island Courts</li> </ul> <p>*Support should be provided to Magistrates in Port Vila as well as in provincial locations. Support will be provided subject to the agreement and priorities of the Chief Justice.</p>
<b>5</b>	<b>Key Result Areas</b>	
<b>5.1</b>	Magistrate's Court improves justice delivery	
<b>5.2</b>	Increased competence of Magistrates (and possibly also Island Court Justices, subject to support and priorities of the Chief Justice as to whether advisory support should be provided to the Island Courts)	
<b>5.3</b>	Improved systems within the Magistrate's Court so that the Court is managing its workload more efficiently and staff are aware of and use relevant procedures and systems	
<b>6</b>	<b>Duties and Responsibilities</b>	
<b>6.1</b>	Build productive working relationships with the Chief Justice, Chief Registrar, Chief Magistrate and other members of the Judiciary, and program personnel	
<b>6.2</b>	Provide in-house training to Magistrates and prepare associated training materials that can, in the future, be used by Magistrates to deliver training	
<b>6.3</b>	Provide mentoring and guidance to Magistrates on laws and procedures, with a particular emphasis on domestic violence cases, family protection orders, sexual offences	
<b>6.4</b>	Preside over cases before the Magistrate's Court	
<b>6.5</b>	Support case and data management initiatives of the Magistrate's Court, where appropriate, in collaboration with and support of the Case and Data Management Adviser	
<b>6.6</b>	Provide support and assistance to Magistrates to train Island Court Justices	
<b>6.7</b>	Provide targeted training to Island Court Justices	
<b>6.8</b>	Contribute to reporting and other aspects of partnership management as requested by the Program	



	Coordinator (Justice) particularly in relation to gender equity issues relating to the work of the program	
6.9	<ul style="list-style-type: none"> <li>▪ Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program as well as participating in processes that facilitate this. This will include:               <ul style="list-style-type: none"> <li>• Commitment and support for the principles in the Justice and Community Services Capacity Development Strategy (as updated from time to time) including the application of the five levels of capacity development; applied work-place learning; and an express action-research approach</li> <li>• Effective monitoring and evaluation of outcomes of all interventions implemented by the adviser in a way that contributes to the M&amp;E and tracking of progress of the program as a whole.</li> <li>• Contribution to the priorities and strategies that are mainstreamed across the program</li> </ul> </li> </ul>	
7	<b>Reports To</b>	Program Coordinator (Justice) and Chief Justice (joint supervision)
8	<b>Supervises</b>	Mentors Magistrates however no direct management responsibility
9	<b>Frequent Contact</b>	Magistrates, Chief Justice, Chief Magistrate and other members of the Judiciary, and program personnel
10	<b>Special Conditions</b>	Must be willing to travel outside of Port Vila as required
12	<b>Key Deliverables</b>	<ul style="list-style-type: none"> <li>• Trainings and training materials</li> <li>• Reporting to Program Coordinator (Justice)</li> </ul>
13	<b>Selection Criteria</b>	
13.1	<b>Qualification</b>	Law Degree and admission to practice in a relevant jurisdiction
13.2	<b>Experience and Capabilities</b>	<ul style="list-style-type: none"> <li>• Criminal law experience particularly with respect to sexual offences and domestic violence</li> <li>• Civil law experience particularly with respect to protection orders</li> <li>• Experience in case management and the mentoring and supervision of other legal officers</li> <li>• At least five years of experience as a magistrate or other legal work relevant to the work of the Magistrate's Court</li> <li>• Understanding of and ability to design and implement capacity development and skills transfer activities</li> <li>• Experience in preparation and delivery of adult professional training</li> <li>• Demonstrated ability to work collaboratively and respectfully in a cross cultural setting</li> <li>• Demonstrated ability to exercise sound professional judgement in sensitive situations</li> <li>• Understanding of gender and development issues (desirable)</li> <li>• Understanding of law and development issues (desirable)</li> <li>• Previous experience working in Melanesian culture (desirable)</li> <li>• Eligible to obtain Vanuatu visa</li> </ul>
13.3	<b>Thinking Style</b>	<ul style="list-style-type: none"> <li>• Analytical and practical</li> </ul>
13.4	<b>Communication and Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills</li> <li>• Good interpersonal skills</li> </ul>

<b>13.5</b>	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Tact and negotiation skills</li> <li>• Integrity and transparency</li> <li>• Commitment to skills transfer and effective capacity development</li> <li>• Willingness to consult and work in a multi-disciplinary team</li> </ul>
<b>13.6</b>	<b>Language</b>	<ul style="list-style-type: none"> <li>• English fluency essential; French desirable; willingness to learn Bislama</li> </ul>

<b>1</b>	<b>Job Title</b> <b>Indicative ARF Group/Level</b>	<b>Adviser, Legal and Policy</b> <b>Group D, Level 2</b>
<b>2</b>	<b>Location</b>	Port Vila, Vanuatu and possible travel to provincial locations in Vanuatu
<b>3</b>	<b>Contact Duration and Dates</b>	(part time): 1 January 2017 - 31 December 2020
<b>4</b>	<b>Purpose</b>	<ul style="list-style-type: none"> <li>▪ To provide targeted skills development and learning opportunities for lawyers from across the sector to build legal skills and knowledge</li> <li>▪ To assist public sector lawyers to provide more timely and professional representation</li> <li>▪ To support and facilitate cross-sector capacity development initiatives</li> <li>▪ To support law reform across the sector, particularly where reform could improve justice outcomes for vulnerable and at risk groups</li> <li>▪ To support other legal and policy activities as appropriate and in line with sector and program priorities, with an emphasis on improved justice outcomes for vulnerable and at risk groups</li> </ul> <p>*This support must be provided in close collaboration and coordination with advisers to the Public Solicitor's Office (PSO), Public Prosecutor's Office (OPP) and Magistrate's Court</p>
<b>5</b>	<b>Key Result Areas</b>	
<b>5.1</b>	Targeted JCSS sector agencies improve justice delivery, including continuing to provide competent and professional legal services	
<b>5.2</b>	Increased competence of targeted JCSS sector agencies	
<b>5.3</b>	Public sector lawyers are providing more professional and timely representation	
<b>6</b>	<b>Duties and Responsibilities</b>	
<b>6.1</b>	Build productive working relationships with JCSS heads of agencies, other public sector legal officers and program personnel as relevant	
<b>6.2</b>	Provide training to the staff of public law offices and prepare associated training materials that can be used by other agency representatives to deliver training	
<b>6.3</b>	Support case and data management initiatives of the public law offices, where appropriate, in collaboration with and support of the Case and Data Management Adviser	
<b>6.4</b>	Provide mentoring and guidance to the legal officers within JCSS agencies (except for PSO and OPP which have dedicated, full time advisers) and to the Judiciary, in close collaboration with the (part time) Adviser to the Magistrate's Court	
<b>6.5</b>	Deliver, or facilitate the delivery of, targeted skills development and learning opportunities for lawyers from across the sector (where there is demand/interest)	
<b>6.6</b>	Provide support for the development of a law reform plan for the sector and support as required the progressing of those initiatives	

6.7	Provide support to legal and policy initiatives supported by the program, as required	
6.8	Contribute to reporting and other aspects of program management as requested by the Program Coordinator (Justice) particularly in relation to gender equity issues relating to the work of the program	
6.9	<ul style="list-style-type: none"> <li>▪ Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program as well as participating in processes that facilitate this. This will include: <ul style="list-style-type: none"> <li>• Commitment and support for the principles in the Justice and Community Services Capacity Development Strategy (as updated from time to time) including the application of the five levels of capacity development; applied work-place learning; and an express action-research approach</li> <li>• Effective monitoring and evaluation of outcomes of all interventions implemented by the adviser in a way that contributes to the M&amp;E and tracking of progress of the program as a whole.</li> <li>• Contribution to the priorities and strategies that are mainstreamed across the program</li> </ul> </li> </ul>	
7	<b>Reports To</b>	Program Coordinator (Justice)
8	<b>Supervises</b>	Mentors legal officers however no 'in-line' management responsibility
9	<b>Frequent Contact</b>	Public sector legal officers, program personnel
10	<b>Special Conditions</b>	Must be willing to travel outside Port Vila as required
11	<b>Key Deliverables</b>	<ul style="list-style-type: none"> <li>• Trainings and training materials (materials should be provided in a manner that can be used by other staff of the PSO)</li> <li>• Reporting to Program Coordinator (Justice)</li> </ul>
12	<b>Selection Criteria</b>	
12.1	<b>Qualification</b>	Law Degree and admission to practice in a relevant jurisdiction
12.2	<b>Experience and Capabilities</b>	<ul style="list-style-type: none"> <li>• Criminal law and policy experience particularly with respect to sexual offences, domestic violence, homicide and drug offences</li> <li>• Experience in case management and the mentoring and supervision of other legal officers</li> <li>• At least five years of experience in management and delivery of legal aid or other legal work relevant to the work of the sector</li> <li>• Understanding of and ability to design and implement capacity development and skills transfer activities</li> <li>• Experience in preparation and delivery of adult professional training and development</li> <li>• Demonstrated ability to work collaboratively and respectfully in a cross cultural setting</li> <li>• Demonstrated ability to exercise sound professional judgement in sensitive situations</li> <li>• Understanding of gender and development issues (desirable)</li> <li>• Understanding of law and development issues (desirable)</li> <li>• Previous experience working in Melanesian culture (desirable)</li> <li>• Eligible to obtain Vanuatu visa</li> </ul>
13.3	<b>Thinking Style</b>	<ul style="list-style-type: none"> <li>• Analytical and practical</li> </ul>

<b>13.4</b>	<b>Communication and Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills</li> <li>• Good interpersonal skills</li> </ul>
<b>13.5</b>	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Tact and negotiation skills</li> <li>• Integrity and transparency</li> <li>• Commitment to skills transfer and effective capacity development</li> <li>• Willingness to consult and work in a multi-disciplinary team</li> </ul>
<b>13.6</b>	<b>Language</b>	<ul style="list-style-type: none"> <li>• English fluency essential; French desirable</li> <li>• Willingness to learn Bislama and use in the workplace</li> </ul>

<b>1</b>	<b>Job title</b> <b>Indicative ARF Group/Level</b>	<b>Human Resources Management Adviser</b> <b>B2- B3 (subject to negotiation)</b>
<b>2</b>	<b>Contract Dates and Duration</b>	(part time): 1 January 2017 – 31 December 2020
<b>3</b>	<b>Location</b>	Short term inputs based in Port Vila, Vanuatu with possible travel to provinces as needed
<b>4</b>	<b>Purpose</b>	To provide technical expertise to facilitate improvement of human resource management (HRM) systems and practices aligned with the Public Service Commission requirements and in ways that address the pragmatic needs of agencies. Solutions will be “fit for purpose” and able to be readily applied by agency staff
<b>5</b>	<b>Key Result Areas</b>	
<b>5.1</b>	Improvement of the strategic HRM capacity and skill of human resources officers and managers across the policing, justice and community services sector, including the reduction of delay in HRM matters	
<b>5.2</b>	Support the strengthening of HRM networks within the policing, justice and community services sector so that HR officers and managers are drawing on the support of the Public Service Commission (PSC) HRM network	
<b>5.3</b>	Support for enhanced professional participation of women in the Vanuatu Police Force (VPF) and Justice and Community Services Sector (JCSS) agencies. (Duties and responsibilities listed below should be implemented in a way that supports and promotes this objective.)	
<b>6</b>	<b>Duties and Responsibilities</b>	
<b>6.1</b>	Establish, maintain and strengthen productive, consultative and transparent working relationships with the Director-General, Ministry of Justice and Community Services (MJCS), Police Commissioner, Vanuatu Police Force (VPF) Director, Corporate Services Unit (CSU) of the VPF, the heads of agencies and departments within the Ministry and sector as well as the Public Service Commission and the Vanuatu Institute of Public Administration and Management (VIPAM). Establish, maintain and strengthen productive, consultative and transparent working relationships with central agencies (including MFEM, OGCI), other relevant Ministries (such as MIA) and other relevant stakeholders (including NGOs and CSOs); program personnel; and service providers, as needed	
<b>6.2</b>	In partnership with the MJCS (human resource managers and officers and other corporate services staff of the MJCS) and the CSU, VPF (human resource managers and officers and other corporate services staff), provide support for skills development in HRM strategy, diagnosis and design of HRM systems, and facilitation of HRM practice improvements	
<b>6.3</b>	Provide targeted support to individual departments and agencies within the police, justice and community services sector to implement their HRM plans by collaborating with agency management and officers responsible for HRM and to support leadership, performance management and change management	
<b>6.4</b>	Apply the capacity development strategy or emerging capacity development priorities as they apply to	

	human resource management	
<b>6.5</b>	Advise on necessary HR developments that should be included in sectoral planning (corporate, strategic, business, improvement and function planning)	
<b>6.6</b>	Mentor and coach HR officers and managers across the sector to support ongoing professional development and build confidence in the implementation of strategic human resource practices in their own agencies. Provide insight based on coaching and mentoring experiences to support effective and targeted human resource development planning	
<b>6.7</b>	Support competency development across the policing, justice and community services sector agencies by: <ul style="list-style-type: none"> <li>• Develop HR competencies where need is identified against the applicable HR Competency Framework, covering activities of HR Officers and HR decision-makers</li> <li>• Developing managerial competencies for Heads of Agencies, Ministry and departmental supervisors, and VPF Executive and senior officers</li> <li>• Developing employee supervisors to strengthen their capacity in performance management, in dealing with discipline issues, and in applying applicable good practice techniques of front-line supervision</li> </ul>	
<b>6.8</b>	Promote and support a reform agenda with the Public Service Commission, Police Service Commission and Judicial Service Commission	
<b>6.9</b>	Provide support to the human resource network operated by the PSC. This may include practical and facilitative support to make technical expertise accessible to members of the human resources network, offering ideas to strengthen the network, and encouraging participation of the human resource officers within the sector	
<b>6.10</b>	Support implementation of Legal Salary Review recommendations	
<b>6.11</b>	Provide regular reporting as needed to the Program Coordinators	
<b>6.12</b>	Provide advice and contribute to the program as needed	
<b>6.13</b>	<ul style="list-style-type: none"> <li>▪ Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program as well as participating in processes that facilitate this. This will include: <ul style="list-style-type: none"> <li>• Commitment and support for the principles in the Justice and Community Services Capacity Development Strategy (as updated from time to time) including the application of the five levels of capacity development; applied work-place learning; and an express action-research approach</li> <li>• Effective monitoring and evaluation of outcomes of all interventions implemented by the adviser in a way that contributes to the M&amp;E and tracking of progress of the program as a whole.</li> <li>• Contribution to the priorities and strategies that are mainstreamed across the program</li> </ul> </li> </ul>	
<b>7</b>	<b>Reports to</b>	Program Coordinators; Director-General, MJCS Director; CSU, VPF (joint management arrangement)
<b>8</b>	<b>Frequent Contact</b>	Program personnel; Heads of Agencies/Institutions; HR staff of sector Agencies/Institutions; Director CSU, VPF

9	<b>Special Conditions</b>	Must be willing to travel outside Port Vila if required
10	<b>Key deliverables</b>	<ul style="list-style-type: none"> <li>• Training and training materials</li> <li>• Reporting to Program Coordinators</li> </ul>
11	<b>Selection Criteria</b>	
11.1	<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Advanced university degree in human resource management, organisational development and/or development field, and/or relevant professional experience</li> </ul>
11.2	<b>Experience and Capabilities</b>	<ul style="list-style-type: none"> <li>• Extensive experience in human resource management advisory or consultancy roles in the international development field and/or cross-cultural settings, with an up-to-date knowledge of development concepts and approaches and their practical application as they relate to HRM performance improvement.</li> <li>• Demonstrated ability to work with diverse organisations (or different parts of organisations), and design and apply good HRM theory and concepts to guide integrated, flexible and practical improvements</li> <li>• Demonstrated ability to work effectively and respectfully with people at all levels of an organisation, maximising cooperation and contributing in team environments to achieve collective goals</li> <li>• Demonstrated ability to undertake capacity development including mentoring, coaching and facilitation of skills transfer while considering cultural and gender issues</li> <li>• Skills and experience in development of an inclusive, consultative and facilitative approach that identifies existing knowledge and understanding, and draws on this to create solutions that are locally owned</li> <li>• High-level oral, written and communication skills at all levels, with a demonstrated ability to work closely and liaise with stakeholders</li> <li>• Eligibility to obtain Vanuatu visa</li> <li>• Experience in human resource management within the police, law and justice sector (desirable)</li> <li>• Understanding of gender and development issues (desirable)</li> <li>• Previous experience working in Melanesian culture (desirable)</li> </ul>
11.3	<b>Thinking style</b>	<ul style="list-style-type: none"> <li>• Analytical and practical</li> <li>• Systemic and conceptual</li> </ul>
11.4	<b>Communication/ Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills</li> <li>• Good interpersonal skills</li> </ul>
11.5	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Tact and negotiation skills</li> <li>• Integrity and transparency</li> <li>• Commitment to skills transfer and effective capacity development</li> <li>• Willingness to consult and work in a multi-disciplinary team</li> </ul>
11.6	<b>Language</b>	<ul style="list-style-type: none"> <li>• English fluency essential</li> <li>• Willingness to learn Bislama and use in the workplace</li> </ul>



<b>1</b>	<b>Job Title</b> <b>Indicative ARF Group/Level</b>	<b>Monitoring and Evaluation Adviser (M&amp;E Adviser)</b> <b>C3</b>
<b>2</b>	<b>Contract Dates and Duration</b>	(part time): 1 January 2017 – 31 December 2020
<b>3</b>	<b>Location</b>	Port Vila, possible travel in Vanuatu, and home base
<b>4</b>	<b>Purpose</b>	<ul style="list-style-type: none"> <li>▪ To support the Vanuatu Police Force (VPF), Ministry of Justice and Community Services (MJCS) and sector to develop and implement monitoring systems for understanding progress and performance, working closely with the Monitoring Officers</li> <li>▪ To develop and implement a monitoring and evaluation system for the program which provides a robust and effective basis of performance measurement</li> <li>▪ To assist and support the Monitoring Officers in all aspects of implementation of the monitoring systems</li> </ul>
<b>5</b>	<b>Key Result Areas</b>	
<b>5.1</b>	A monitoring and evaluation system for the program is fully developed and implemented (appropriately linked to GoV systems)	
<b>5.2</b>	Monitoring Officers/sector agencies are supported and assisted, as required, to develop and implement appropriate monitoring systems	
<b>5.3</b>	Monitoring Officers/sector agencies are supported and assisted, as required, to collect, analyse and use data/information about progress and performance in the sector	
<b>6</b>	<b>Duties and Responsibilities</b>	
<b>6.1</b>	Establish and maintain productive working relationship with the Director General and staff of the Ministry of Justice and Community Services (MJCS) as relevant; the Police Commissioner and their staff as relevant; Monitoring Officers; and program personnel	
<b>6.2</b>	Working very closely and collaboratively with program personnel, develop as soon as possible after commencement and lead on implementation of a monitoring and evaluation plan for the program. This might also involve working closely with the Monitoring Officers, as appropriate and feasible	
<b>6.3</b>	<p>Assist the Monitoring Officers, as required, to develop and implement monitoring systems that will support implementation of agreed strategies and plans, UN Conventions, COM decisions, PAA and PLAS (and/or Sustainable Development Goals once finalised) and service delivery targets of agencies. This should be done in accordance with the following principles:</p> <ul style="list-style-type: none"> <li>• It is appropriate and realistic for the sector;</li> <li>• It does not overburden the sector or agencies;</li> <li>• It provides accessible methodologies and tools that can be replicated by others; and</li> </ul>	
<b>6.4</b>	Work with program personnel, Monitoring Officers and possibly also other sector representatives to collect and analyse data to populate the program M&E system (and sector M&E system(s) as appropriate and required)	
<b>6.5</b>	Work with program personnel, Monitoring Officers and possibly also other sector representatives to	

	collect and analyse baseline data to assist agency heads and the MJCS to document current monitoring systems and capacities and to identify performance gaps and priorities	
<b>6.6</b>	Work together with the Monitoring Officers to deliver a training package for M&E capacity development within the sector that is tailored to justice, police and community services in Vanuatu and is appropriate and accessible	
<b>6.7</b>	As appropriate, provide advice and capacity development support to agency sector heads, civil society groups and the Monitoring Officers on implementation and use of the monitoring approach	
<b>6.8</b>	Collaboratively develop appropriate tools to assist the Monitoring Officers and sector agencies to develop their own monitoring capacity and processes	
<b>6.9</b>	Support Monitoring Officers to prepare data and information for newsletters, other sectors, public service organizations and others on progress and performance of the policing, justice and community services sector	
<b>6.10</b>	<ul style="list-style-type: none"> <li>▪ Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program as well as participating in processes that facilitate this. This will include: <ul style="list-style-type: none"> <li>• Commitment and support for the principles in the Justice and Community Services Capacity Development Strategy (as updated from time to time) including the application of the five levels of capacity development; applied work-place learning; and an express action-research approach</li> <li>• Effective monitoring and evaluation of outcomes of all interventions implemented by the adviser in a way that contributes to the M&amp;E and tracking of progress of the program as a whole.</li> <li>• Contribution to the priorities and strategies that are mainstreamed across the program</li> </ul> </li> </ul>	
<b>7</b>	<b>Reports to</b>	Program Coordinators
<b>8</b>	<b>Frequent Contact</b>	Program personnel, Monitoring Officers
<b>9</b>	<b>Occasional Contact</b>	Representatives from development partners; agency representatives including Heads of Agencies
<b>10</b>	<b>Key Deliverables</b>	<ul style="list-style-type: none"> <li>• M&amp;E system/plan for the program</li> <li>• M&amp;E reports against indicators and select evaluative pieces</li> <li>• Reporting to Program Coordinators</li> </ul>
<b>11</b>	<b>Selection Criteria</b>	
<b>11.1</b>	<b>Qualification</b>	Post-graduate degree or equivalent experience in international development
<b>11.2</b>	<b>Experience and Capabilities</b>	<ul style="list-style-type: none"> <li>• Strong experience in implementing monitoring and evaluation frameworks, methodologies and tools</li> <li>• Monitoring and evaluation experience of international donor-funded programs</li> <li>• Strong understanding of policing, law and development issues, particularly in Melanesia</li> <li>• Prior experience in Vanuatu and/or Pacific</li> <li>• Understanding of gender and its relevance to monitoring</li> </ul>

		<ul style="list-style-type: none"> <li>• Ability to analyse data and information and prepare analytical reports to suit diverse audiences</li> <li>• Providing capacity development/mentoring including to senior officials</li> <li>• Good collaboration and consultation skills in cross cultural settings</li> <li>• Good time management and organisational skills</li> <li>• Good team building and mentoring and support skills</li> </ul>
<b>11.3</b>	<b>Special Skills</b>	Ability to work collaboratively with ni-Vanuatu colleagues; to contribute to capacity development while completing tasks within deadlines
<b>11.4</b>	<b>Thinking style</b>	Must be conceptual, analytical and practical
<b>11.5</b>	<b>Communication/ Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Strong negotiation and facilitation skills</li> <li>• Ability to communicate well, and establish good working relationships with senior GoV officials, local staff and donors</li> </ul>
<b>11.6</b>	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Hard working and highly motivated</li> <li>• High level of integrity</li> </ul>
<b>11.7</b>	<b>Language</b>	<ul style="list-style-type: none"> <li>• English fluency essential</li> <li>• Willingness to learn Bislama and use in the workplace</li> </ul>

<b>1</b>	<b>Job Title</b>  <b>Indicative ARF Level/Group</b>	<b>Capacity Development &amp; Leadership Adviser</b>  <b>C3 - D3 (as negotiated)</b>
<b>2</b>	<b>Contract Duration and Dates</b>	(part time): 1 January 2017 – 31 December 2020
<b>3</b>	<b>Location</b>	Port Vila, possible travel in Vanuatu, and home base
<b>4</b>	<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To undertake strategic planning, oversight and performance management of capacity development initiatives for the VPF, justice and community services sector institutions to support improvement in service delivery particularly demonstrable through the services provided and responsiveness to women children and youth</li> <li>• To support the involvement in and ownership of the capacity development portfolio by the Ministry of Justice and Community Services (MJCS) and VPF</li> </ul>
<b>5</b>	<b>Key Result Areas</b>	
<b>5.1</b>	Capacity development initiatives are provided that support networks in the VPF, justice and community services agencies to influence positive change	
<b>5.2</b>	VPF, justice and community services agencies are supported to demonstrate improved service delivery to women, children and youth through more effective workforce planning and human resource development; increasing professional participation of women in the sector; strengthening of systems and practices in targeted agencies	
<b>5.3</b>	Capacity development initiatives support the following: <ul style="list-style-type: none"> <li>• Staff trained feel that they are better able to perform their roles effectively;</li> <li>• Managers believe that staff have improved capacity to fulfil their roles effectively;</li> <li>• Demonstrable improvements in services delivered by justice and community services agencies;</li> <li>• Agencies are using information available to them for decision making;</li> <li>• Leaders are directing agency level improvements; and</li> <li>• Leaders successfully engage stakeholders across the sector to enable improvements</li> </ul>	
<b>6</b>	<b>Duties and Responsibilities</b>	
<b>6.1</b>	Develop and maintain productive, consultative and transparent working relationships with the Director-General, MJCS and the heads of agencies and departments within the Justice and Community Services Sector (JCSS), the Public Service Commission and other central agencies as relevant, other relevant Ministries (such as the Ministry of International Affairs (MIA)), other relevant stakeholders (including civil society organisations), and program personnel	
<b>6.2</b>	Support the involvement in and ownership of the JCSS capacity development portfolio by the Ministry of Justice and Community Services (MJCS)	
<b>6.3</b>	Undertake strategic planning and provide strategic oversight of program-supported capacity development initiatives for the sector at the five levels identified in the Justice and Community Services Sector Capacity	

	<p>Development Strategy. This is intended to help ensure effective implementation of the initiatives laid out in the program design and workplans. This includes but is not limited to:</p> <ul style="list-style-type: none"> <li>a. Initiatives to support individual job related skills and knowledge (using a mixture of local service providers; tailoring of modules and train-the-trainer to build capacity of the GoV to increasingly provide these capacity development opportunities);</li> <li>b. Support continued strengthening of the capacity of professional and technical subgroups focussing on lawyers, finance managers and officers and human resource managers and officers through a mixture of modalities (e.g. courses, work based projects, coaching and mentoring);</li> <li>c. Improvement of agency performance through targeted institutional strengthening projects that use a multi-disciplinary team based approach focused on opportunities and problem-solving;</li> <li>d. Support the strengthening of the capacity of the MJCS to fulfil its role of servicing the cabinet and the agencies and institutions of its sector; and</li> <li>e. Support the effectiveness of the leaders of the sector in delivering service delivery improvements</li> </ul>	
<b>6.4</b>	Ensure that program-supported capacity development strategies and initiatives are integrated and aligned with relevant Government of Vanuatu approaches (including, inter alia, that of the Public Service Commission, Monitoring and Evaluation Unit of the Prime Minister's Office and budget cycles)	
<b>6.5</b>	Support implementation of the Women in Leadership Mentoring program and other initiatives geared to enhance women's professional participation in the JCSS and VPF	
<b>6.6</b>	Support and implement, as appropriate, monitoring and evaluation of capacity development initiatives in a way that is consistent with and supportive of the program monitoring and evaluation plan	
<b>6.7</b>	Provide strategic oversight, guidance and advice for the planning of the agency specific and sectoral capacity development plans and initiatives developed with the support of the program	
<b>6.8</b>	Work collaboratively with other program advisers on in-house training, capacity development activities, preparation of training materials and curriculum design	
<b>6.9</b>	Provide advice to the Director-General and Program Coordinators with respect to capacity development for the sector	
<b>6.10</b>	Work collaboratively with program personnel to support their understanding and use of the program's capacity development approach in their work	
<b>6.11</b>	<ul style="list-style-type: none"> <li>▪ Collaborate as a member of a multi-disciplinary team with the collective responsibility of achieving the program's end of program outcomes by mutually reinforcing strategies developed by the program as well as participating in processes that facilitate this. This will include: <ul style="list-style-type: none"> <li>• Commitment and support for the principles in the Justice and Community Services Capacity Development Strategy (as updated from time to time) including the application of the five levels of capacity development; applied work-place learning; and an express action-research approach</li> <li>• Effective monitoring and evaluation of outcomes of all interventions implemented by the adviser in a way that contributes to the M&amp;E and tracking of progress of the program as a whole.</li> <li>• Contribution to the priorities and strategies that are mainstreamed across the program</li> </ul> </li> </ul>	
<b>7</b>	<b>Reports to</b>	Program Coordinators and the Director General, MJCS (under a joint management arrangement)

8	<b>Frequent Contact</b>	<p>Sector representatives including Director-General, MJCS, Executive Officer, MJCS, Acting Commissioner and other key stakeholders within VPF, Program Coordinator, Heads of Agencies/Institutions</p> <p>Staff of agencies and institutions, Monitoring Officer, Senior Manager, Human Resource Officer, MJCS, Program personnel</p>
9	<b>Occasional Contact</b>	Non-government organisations within the sector, capacity development service providers
10	<b>Special Conditions</b>	Must be willing to travel outside Port Vila as required
11	<b>Key Deliverables</b>	<ul style="list-style-type: none"> <li>• Support to program personnel to use the program's capacity development approach in their work</li> <li>• Approach to supporting Women in Leadership in the sector</li> <li>• Reporting to Program Coordinators</li> </ul>
12	<b>Selection Criteria</b>	
12.1	<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Advanced university degree in organisational development, training and/or development field, and/or relevant professional experience</li> </ul>
12.2	<b>Special Business Education</b>	<ul style="list-style-type: none"> <li>• Adult learning and capacity development techniques (desirable)</li> </ul>
12.3	<b>Experience and Capabilities</b>	<ul style="list-style-type: none"> <li>• Extensive experience in a capacity development role in the international development field, with an up-to-date knowledge of capacity development concepts and approaches and their practical application</li> <li>• Demonstrated ability to work effectively with people at all levels of an organisation</li> <li>• Commitment to capacity development and skills transfer while considering cultural and gender issues</li> <li>• Skills and experience in development of an inclusive, consultative facilitative approach that identifies existing knowledge and understanding</li> <li>• Demonstrated ability to provide executive mentoring and leadership support</li> <li>• Demonstrated ability to work collaboratively and respectfully in a cross cultural setting</li> <li>• High level oral, written and communication skills at all levels, with a demonstrated ability to work closely and liaise with stakeholders</li> <li>• Eligibility to obtain Vanuatu visa</li> <li>• Experience in capacity development within the law and justice sector (desirable)</li> <li>• Understanding of gender and development issues (desirable)</li> <li>• Understanding of law and development issues (desirable)</li> <li>• Previous experience working in Melanesian culture (desirable)</li> </ul>
12.4	<b>Thinking Style</b>	<ul style="list-style-type: none"> <li>• Analytical and practical</li> </ul>
12.5	<b>Communication/ Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills</li> <li>• Good interpersonal skills</li> </ul>

<b>12.6</b>	<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Tact and negotiation skills</li> <li>• Integrity and transparency</li> <li>• Commitment to skills transfer and effective capacity development</li> <li>• Willingness to consult and work in a multi-disciplinary team</li> </ul>
<b>12.7</b>	<b>Language</b>	<ul style="list-style-type: none"> <li>• English fluency essential</li> <li>• Willingness to learn Bislama and use in the workplace</li> </ul>

<b>1</b>	<b>Job title</b>	<b>Administrative and Finance Officer (Justice)</b> <b>Locally based (full-time)</b>	
<b>2</b>	<b>Level</b>	<b>N/A</b>	
<b>3</b>	<b>Location</b>	Port Vila	
<b>4</b>	<b>Purpose</b>	To provide administrative and financial support and assistance to the Program Coordinator and program	
<b>5</b>	<b>Key Result Areas</b>	<b>6</b>	<b>Key Performance Indicators</b>
<b>5.1</b>	<i>Program</i> records, including financial, are well maintained and managed		<ul style="list-style-type: none"> <li>• Program records are easily located</li> <li>• All records are kept up to date</li> <li>• Financial and other reports are timely and accurate</li> </ul>
<b>7</b>	<b>Duties and responsibilities</b>		
<b>7.1</b>	Administer and manage the financial systems as required by the Program Coordinator		
<b>7.2</b>	Maintain financial records including invoices and receipts, prepare and reconcile finance records, and assist with preparation of financial reports as required		
<b>7.3</b>	Establish and maintain office systems for the sound operation of the organisation		
<b>7.4</b>	Perform general administrative duties		
<b>7.5</b>	Provide administrative support to the Program using sound judgement, initiative, confidentiality and sensitivity		
<b>7.6</b>	Other duties as deemed necessary by the Program Coordinator		
<b>8</b>	<b>Reports directly to</b>	<b>9</b>	<b>Directly supervises</b>
	Contracts Manager and Program Coordinator		Nil
<b>10</b>	<b>Frequent Internal Personal Contacts with</b>	<b>11</b>	<b>Occasional Internal Personal Contacts with</b>
	Contracts Manager		Program team members; corporate team members
<b>12</b>	<b>Frequent External Personal Contacts with...</b>	<b>13</b>	<b>Occasional External Personal Contacts with</b>
	Representatives from government and other organizations involved in law and justice issues		Donor representatives



14	Impact of Decisions	No decision making powers
15	Special Conditions	
16	Reason for Seeking Approval	
17	<b>CRITERIAS TO BE SELECTED FOR THIS POST</b>	
17.1	Qualification	Diploma or equivalent relevant experience
17.2	Special Business Education	Finance
17.3	Experience	<p>Demonstrated experience in managing and maintaining full financial accountability of an organisation with experience in bookkeeping and use of computers and computerised accounting software</p> <p>Demonstrated experience and skills in all aspects of office administration procedures</p> <p>Ability to work effectively at an individual and team member</p> <p>Good communication skills</p> <p>Good time management and organisational skills</p>
17.4	Special Skills	<p>Highly computer literate</p> <p>Knowledge and demonstrated use of computerised accounting package(s)</p>
17.5	Thinking style	Must be analytical and practical
17.6	Communication/ Interpersonal Skills	Ability to communicate well with a diverse range of people from Government, non-Government, and donor agencies
17.7	Behavioural Competencies	<p>Hard working and highly motivated</p> <p>High level of integrity</p>
17.8	Language	English and Bislama

1	Job title	Administrative Officer (Police) Locally based (full-time)		
2	Location	Port Vila, Vanuatu		
3	Purpose	Provide administrative support to the Vanuatu Australia Policing and Justice Support Program and assist the Public Financial Management (PFM) Adviser in the Corporate Services Unit (CSU) of the Vanuatu Police Force (VPF).		
4	Key Result Areas		5	Duration
Vanuatu Australia Policing and Justice Support Program records and administrative processes are well maintained and managed			1 July 2014 – 30 December 2016	
Support and maintain the PFM Adviser’s work in the VPF CSU				
6	Duties and responsibilities			
In consultation with the Vanuatu Australia Policing and Justice Support Program Finance Officer (Policing), assist with the administration of Vanuatu Australia Policing and Justice Support Program accounts and maintenance of financial records				
Maintain Vanuatu Australia Policing and Justice Support Program record/filing management processes and upload/add information on an ongoing basis				
Provide administrative and logistical support to Vanuatu Australia Policing and Justice Support Program policing advisers and the PFM Adviser				
Support the PFM advisor to set up and implement project related processes within the VPF Corporate Services Unit				
Ensure the office is equipped for day to day operations				
Assist in the translation of written material (English-Bislama)				
Other duties as deemed necessary by the Program Coordinator - Policing and PFM Adviser				
7	Reports directly to		Program Coordinator - Policing	
8	Directly Supervises		N/A	
9	Frequent liaison (internal contacts)		Program Coordinator - Policing and team members, PFM Adviser, Fund and Finance Officer	
10	Occasional liaison (internal contacts)		Program Coordinator, Contracts Manager and team members	
11	Frequent liaison (external contacts)		VPF Officers and members	
12	Occasional liaison (external contacts)		Donor representatives	
13	Impact of decisions		N/A	
14	Special conditions		N/A	
SELECTION CRITERIA FOR THIS POSITION				
15	Experience		Diploma or equivalent relevant experience in office administration or management Demonstrated experience and skills in all aspects of office administration procedures Ability to work effectively at an individual and team member Good communication skills Good time management and organisational skills Knowledge and demonstrated use of Microsoft	

		Office applications
<b>16</b>	<b>Communication/Interpersonal Skills</b>	Ability to communicate effectively with a diverse range of people from government, non-government and donor agencies
<b>17</b>	<b>Behavioural Competencies</b>	Hard working and highly motivated High level of integrity
<b>18</b>	<b>Language</b>	English and Bislama

1	Job title	Finance Officer (Police) Locally based (full-time)		
2	Location	Port Vila, Vanuatu		
3	Purpose	To provide essential administrative support to the Vanuatu Australia Policing and Justice Program and assist on a variety of financial administrative tasks.		
4	Key Result Areas		5	Duration
Vanuatu Australia Policing and Justice Program fund and financial records are well maintained, monitored and managed			1 July 2014 – 30 December 2016	
VPF members are aware of and understand the purpose and scope of the fund				
6	Duties and responsibilities			
Administer and manage financial systems as required by the Vanuatu Australia Policing and Justice Program				
Maintain financial records including invoices and receipts, prepare and reconcile financial records, and assist with preparation of financial reports as required				
Prepare correspondence regarding the Fund to Vanuatu Australia Policing and Justice Program and VPF members				
Create and maintain hard copy and electronic Fund files				
Monitor the progress of individual funds with regard to payment schedules and progress reports				
Respond to telephone and written inquiries about the fund and direct calls/inquiries where appropriate				
Records management including assisting with file storage and archiving				
Develop/maintain the Fund database and enter data on an ongoing basis				
Follow up with VPF members to ensure that financial and technical reporting is submitted in a timely manner in line with Fund arrangements.				
7	Reports directly to		Program Coordinator – Policing	
8	Directly Supervises		N/A	
9	Frequent liaison (internal contacts)		Program Coordinator – Policing, policing advisers and Senior Manager	
10	Occasional liaison (internal contacts)		Program team members	
11	Frequent liaison (external contacts)		VPF Officers and members	
12	Occasional liaison (external contacts)		Donor representatives	
13	Impact of decisions		N/A	
14	Special conditions		N/A	
SELECTION CRITERIA FOR THIS POSITION				
15	Experience		Diploma or equivalent relevant experience in finance Demonstrated experience in managing and maintaining full financial accountability of a project/program, with experience in book-keeping and use of computers and computerised accounting software Demonstrated experience and skills in all aspects of office administration procedures Ability to work effectively at an individual and team level Good communication skills Good time management and organisational skills Knowledge and demonstrated use of Microsoft Office applications	

<b>16</b>	<b>Communication/Interpersonal Skills</b>	Ability to communicate effectively with a diverse range of people from government, non-government and donor agencies
<b>17</b>	<b>Behavioural Competencies</b>	Hard working and highly motivated High level of integrity
<b>18</b>	<b>Language</b>	English and Bislama