

SUPREME COURT OF THE REPUBLIC OF VANUATU

PMB 9041, Port Vila,

Republic of Vanuatu

Tel: (678) 26715

Fax: (678) 22692



Sac Postal Privé 9041, Port Vila

République de Vanuatu

Tel: (678) 26715

Fax: (678) 22692

Position Description Project Officer: 'Yumi wantem jastis; Yumi tokbaot jastis; Yumi lukim jastis'.

('We seek justice; We promote justice; We achieve justice')

Applications close: 24 February 2025

Commencement date: March 2025

Background

The Vanuatu Courts have initiated a new project, "**Yumi wantem jastis; Yumi tokbaot jastis; Yumi lukim jastis**", working together with government and civil society justice actors aimed at strengthening access to justice for people in rural and remote locations, especially women and children.

A Steering Committee has been established Chaired by Chief Registrar of the Supreme Court, including Courts, Ministry of Justice and Community Services, Police, Public Solicitor, Ministry of Internal Affairs (Local Administrator), Malvatumauri, Vanuatu Women's Centre, Sista, Vanuatu Council of Churches to provide strategic direction and oversight of the Project.

The project will work for three years, with possible later extensions, to:

- To increase access to justice for **remote and rural communities** in Vanuatu, with a particular focus on **women and girls**
- To strengthen **coordination between key justice, security and civil society** actors focusing on their service to remote & rural communities, particularly women & girls.
- To ensure that all activities are ground **in strong partnership with local communities and civil society actors**
- To ensure that all activities are based on a **robust gender analysis** and designed to be gender responsive or transformative

Project activities will be organised around four key pillars to increase community access to:

- Island Courts and Magistrate Courts
- Temporary Protection Order to prevent family violence
- Legal awareness, information, assistance and empowerment
- Coordinated approaches between courts and police.

Position Description

The Supreme Court is seeking a full-time experienced project officer to support coordination and implementation of the Project working with all of its partners.

The position will be a fixed-term contract initially for 12 months (with a three-month probationary period) commencing in mid-January 2025. The position will be based in the Supreme Court in Port Vila and will be line-managed by the Director of the Judicial Education Centre in the near future, but currently will be reporting to the National Judicial Development and Training Coordinator (Supreme Court Judiciary) and will provide support to the Project Steering Committee.

Key duties of the role are:

- To support project partners to plan their activities and identify opportunities for them to collaborate in implementation of their activities.
- To consolidate planned activities into a detailed workplan for on the recommendations of the Steering Committee and get the approval of the Chief Justice.
- To work with project partners to develop a sequenced sustainability plan which can be used to track the Project's objective of ensuring project activities are able to be sustained beyond the life of the initial phase of the project.
- To work with project partners to identify budgetary and procurement needs for planned activities and develop a budget and procurement plan based on the workplan.
- To coordinate with project partners to develop a monitoring and evaluation plan for the project for presentation to the Steering Committee.¹
- To monitor implementation and quality of all project activities including to obtain relevant data from project partners to regularly report against the indicators and ensure that activities are progressing within expected timeframes
- To work with the project Finance Manager to maintain oversight of project expenditure and submission of regular financial reports to the Chief Justice and the Steering Committee.
- To support project partners to submit timely reports against project activities and to consolidate these into regular project reports for the Chief Justice, Steering Committee, development partners and other stakeholders.
- To bring into the Project new development partners with the support of members of the Steering Committee to secure the necessary resources for the project.
- To provide secretariat support to the Steering Committee including arranging meeting invitation and minutes of meetings.
- To support coordination of the Court Working Group to advance project activities the Court is responsible for in the project.

Qualifications and experience

- Bachelor degree or diploma, law or justice-related desirable.
- Minimum 5 years post university experience.
- Previous experience managing a complex multi-year project involving multiple partners and donors.
- Previous experience working in the Vanuatu justice sector.
- Previous experience in developing program documents and workplans and undertaking donor liaison, managing and monitoring budgets, developing and undertaking monitoring and evaluation activities and providing timely high-quality reports.
- Excellent verbal and written communication skills in Bislama and fluent English.

Application process

To apply, please submit by **5pm on Monday 24 February 2025** a covering letter responding to the above selection criteria, along with your CV and two examples of your written reports or work.

Shortlisted candidates will be invited to an interview during the week starting 26 February 2025 and the successful candidate will commence in the role in March 2025.

Salary

Gs L 4.1: 2,893,000 – Gs L 4.9: 3,341,000 million Vatu per annum depending on qualifications and experience. (NZD\$41,890 - NZD\$48,377)
