

**Programme Associate**  
**Judicial Academy KP under UNICEF Supported Project**

**Job Details**

Department	Government/Judicial Academy
Total Position:	1
Job Type:	Project contract
Department:	
Job Location:	Peshawar
Gender:	Doesn't Matter
Minimum Education	Master
Degree Title:	Master degree in social sciences from a recognized university. LLB or other law related degree
Minimum Experience:	6 Years (At least 6 years working experience in related field. Specifically justice for children and ADR)

**Job Description:**

**I.BACKGROUND**

The Khyber Pakhtunkhwa Judicial Academy (KPJA) is seeking a motivated candidate for the post of Programme Associate for a UNICEF supported ADR Project, from 1<sup>st</sup> Nov-31<sup>st</sup> July 2015. The Programme Associate under the overall guidance and supervision of the DG KPJA/project focal person shall be responsible for coordinating and assisting the project interventions in area of training, assessments, mapping alternate dispute resolution and justice system for children and support the project team for day to day function. He/she shall liaise regularly with UNICEF Peshawar Office to ensure smooth implementation of the project.

The ADR project aims to capacitate the relevant departments for ensuring speedy justice to children in light of the JJSO ordinance 2000 through developing curriculum on ADR for children who are in contact or in conflict with law. Under this project assistance will be provided for institutional development and capacity building to ensure effective and speedy provision of justice services to children. The project will also work with formal justice institutions so that dispute resolution is trusted, affordable, accessible, and viewed as fair by the local communities. In doing so, the KPJA will engage with key stakeholders in KP, including the Judiciary, Police, Local Government, prosecution, bar associations, jirgas, CSOs and ongoing (justice) initiatives.

## 2.DUTIES AND RESPONSIBILITIES

The incumbent shall carry out the following tasks and responsibilities:

- 1) Develop detail implementation plan in consultation with the consultant and KPJA focal person and ensure its timely completion.
- 2) Assist in the administration and monitoring of all budgetary, financial, procurement and routine administration aspects of the project.
- 3) Maintain accurate records (hardcopy and online) of all operational and financial transactions for easy reference and retrieval; efficient document management including file closures, archiving and monitoring due dates for project progress status reports and submission to UNICEF of substantive and financial/budget utilization and progress reports.
- 4) Facilitate training participants and project related travel and expenses according to established procedures and practice;
- 5) Support consultant to ascertain conformity with work-plans in particularly in curriculum development and UNICEF/KPJA guidelines.
- 6) Provide input and update of accurate data and information to facilitate monitoring and progress of project activities, and to institutionalize and disseminate knowledge;
- 7) Assist to plan, organize and support training activities in consultation with consultant and KPJA focal person on ADR.
- 8) Coordinate training schedule with the partner institutions and ensure nomination of target audiences from the stakeholders/partners.
- 9) Assist to maintain trainee personnel records which will include building and maintaining the database of target audiences, training received as well as capturing future required training for the target audiences to perform their duties with reference to ADR for children.
- 10) Support KPJA and consultant in conducting and facilitation workshops, FGDs, mapping and assessments at Swat and Peshawar
- 11) Provide inputs and information for progress reports to KPJA and UNICEF
- 12) Support the provincial Judicial Academy on capacity building interventions, technical working group meetings and maintaining and documenting meetings record.
- 13) Proper and efficient documentation of the project activities

14) Any other task assign by KPJA focal person.

Excellent communication and interpersonal skills, report writing and computer skills including Microsoft Word, Excel and Power Point.

Fluency in oral and written English and Urdu, Pashto languages.