



AMERICAN BAR ASSOCIATION, ROLI POSITION DESCRIPTION

TITLE: PUBLIC DEFENSE ADVISOR CONSULTANT

LOCATION: Monrovia, Liberia

REPORT TO: Country Director

BACKGROUND

The American Bar Association Rule of Law Initiative (ABA ROLI) is a nonprofit organization that implements legal reform programs in roughly 50 countries around the world. ABA ROLI has nearly 500 professional staff working abroad and in its Washington, DC office. ABA ROLI's host country partners include judges, lawyers, bar associations, law schools, court administrators, legislative councils, ministries of justice and a wide range of civil society organizations, including human rights groups.

JOB SUMMARY

Public Defense Advisor, Monrovia, Liberia: The ABA Rule of Law Initiative seeks candidates for inclusion in a long-term (2-years) Public Defense Advisor consultant position for an anticipated INL-funded Judicial Support program in Liberia. The Public Defense Advisor will work with the ABA ROLI Country Director to improve the efficiency and effectiveness of public defenders by supporting improvements in case intake, assignment, filing, and management. The Public Defense Advisor will be embedded within the office of the public defender at the Temple of Justice, and will work to improve standard operating procedures and oversight of office personnel, while also providing mentoring and training support.

RESPONSIBILITIES

Under the supervision of ABA ROLI's Monrovia-based Country Director, the Public Defense Advisor will:

- Collaborate with counterparts within the judiciary to develop case management systems, including providing support for the development of standard operating procedures and policies concerning case intake, case assignment, case filing and management, and case oversight;
- Provide mentoring and training to public defenders to improve representation of defendants in criminal proceedings;
- Establish and maintain effective professional relationships with GOL officials, including the office of the Public Defenders, the Judiciary, the James A. A. Pierre Judicial Institute, the Ministry of Justice, and related civil society and international NGOs;
- Collaborate with and provide support to the Judicial Institute to review, update and improve training modules and curricula for public defenders on identified areas of need, including but not limited to plea bargaining, trial advocacy, and defense techniques;
- Work with and support the development of Liberian trainers to enable continued training and mentoring within a sustainable and continuing legal education system;
- Provide guidance and support to the director of the Public Defender's office and related judicial personnel to improve performance monitoring and oversight systems;
- Other duties as required.



Academic and Professional Qualifications Required:

1. **Education:** Possession of a Juris Doctorate from an ABA-accredited law school or recognized foreign law school; Or possession of a Master's degree from an accredited college or university.
2. **Professional Years' Experience:** At least ten (10) years' experience in one or more thematic areas (criminal, civil, and juvenile law cases). At least eight years' experience in international development.

Knowledge, Skills and Abilities Required:

1. **Skills:** The applicant shall have:
 - Experience supervising or overseeing the management and processing of legal cases or court dockets; Prior experience implementing international rule of law programs is a plus;
 - Experience in post-conflict environments supporting public institution capacity development, demonstrated understanding of the function and challenges in judicial processes in post conflict settings;
 - Ability to maintain key relationships in a culturally diverse environment and respectfully negotiate the resolution of conflicting views to enable project implementation;
 - Demonstrated experience evaluating, designing, developing, and implementing professional-level curricula, modules or training materials is desirable;
 - Experience providing training and mentorship to legal practitioners; including prosecutors, judges, and tribal/provincial court practitioners
 - Expertise in adult learning theory, interactive skill building, and participatory methodologies appropriate for adult learners;
 - Demonstrated ability to interact professionally with and mentor culturally diverse staff & clients at all levels of seniority;
 - Flexibility to adapt to changing circumstances, to re-evaluate priorities, and to respond appropriately when circumstances evolve;
 - Consistently high level of professionalism, initiative, judgment and discretion;
 - Knowledge of the justice sector, legal system and socio-political context of Liberia is beneficial.
2. **Language:** Fluency in English, excellent communication, negotiation, and interpersonal skills;

Particular & Application information

1. **Particular Conditions of Work:** Possible extended working hours and under Pressure
2. **Remuneration:** Salary and benefit details will only be discussed with candidates selected



for interviews. The ABA offers a competitive compensation packages comparable to those offered by similar international organizations

3. **Equal Opportunities:** ABA is an equal opportunity employer that offers equal chances to men and women. Qualified women are strongly encouraged to apply.
4. **Application:**
 - i. Interested applicants who meet the minimum qualifications for this position must address and submit their applications, including CV and cover letter to:

**HERITAGE PARTNERS & ASSOCIATES, INC.
HERITAGE HOUSE, 1 HERITAGE DRIVE
OLD ROAD JUNCTION CONGO TOWN
P.O. Box 10-1760
MONROVIA, LIBERIA or at info@hpaliberia.com.**
 - ii. Applications sent after the required submission deadline will not be considered.
 - iii. Only shortlisted candidates shall be contacted for the next stage of the recruitment process

Applications for the position shall be received from 20th December 2018 to 19th January 2019. Applications receive after 12:00 Mid-night on January 19, 2019 shall NOT be considered.