



MINISTRY OF SOCIAL DEVELOPMENT & EDUCATION

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National Coordinator for Juvenile Justice Reform Project

The Ministry of Social Development & Education is seeking a suitably qualified consultant to serve as the National Coordinator for the Juvenile Justice Reform Programme (JJRP). Anguilla has been part of the OECS (Organization of Eastern Caribbean States) JJRP for a number of years.

Juvenile Justice Reform in the OECS focuses on improving the legal and regulatory framework of the juvenile justice system. It seeks to build capacity for the effective administration of juvenile justice, modernizing diversion, detention, and rehabilitation processes in the juvenile justice system through improving linkages with civil society and other supporting structures to strengthen the juvenile justice system. Under this project, Juvenile Justice looks at dynamic ways of dealing with juveniles who offend. Depending on the crime committed the child can be diverted from court or prison, rehabilitated from recidivism, and focuses on how they are reintegrated back into the environments where they live and thrive.

The OECS through UNICEF is supporting the Department of Probation and Ministry of Social Development & Education through a short-term consultancy to provide coordination, technical and management in Juvenile Justice. **This is a six-month consultancy for the period (Feb-July) funded by UNICEF. The consultancy would attract a monthly stipend in the amount of EC\$5,125.** The National Coordinator will:

- Participate in project national and regional technical and management committee' meetings and follow-up on recommendations and actions from these meetings to ensure timely project implementation;
- Develop and coordinate the implementation of national project work plans and annual reports;
- Coordinate all administrative and logistical arrangements for meetings/workshops/conferences;
- Conduct research, provide support with compiling datasets and present findings to support decision making;
- Coordinate and submit monthly and quarterly implementation and financial reports to the OECS Commission in the prescribed templates or tools;
- Work closely with the Project Manager to implement monitoring and evaluation routines/plans;
- Support the updating of the project risk register and proactively monitor and respond to project risks;
- Support the national procurement of goods and services financed under the project and ensure adherence to the OECS Commission's Procurement Guidelines
- Support grant implementation and audit process.

Strategic partnerships

- Liaise with appropriate technical personnel of the coordinating government Ministry, OECS Commission and other relevant ministries where appropriate and beneficial to the project;
- Establish working relations with appropriate national agencies to ensure effective implementation of project activities at the national level;
- Develop operational linkages with other national child justice and youth reform related programs.

Knowledge Management

- Promote knowledge management, document best practices and lessons learned from project implementation, and facilitate dissemination in appropriate format to relevant stakeholders;
- Establish and maintain a database of all project documents including stakeholder registers, reports and other relevant project documents which is easily accessible.
- The National Coordinator may be required to undertake any such duties as may be assigned from time to time in support of the implementation of the project workplan and areas related assignments as requested.

The candidate must have the following skills/qualifications:

1. A Bachelor's Degree in Project Management, Social Services, or related field.
2. A minimum of three (3) years' experience in project management, or social development and administration.
3. At least five (5) years serving within the social sector
4. Excellent oral and written communication skills in English.
5. Proven capacity to establish working relationships with medium to high-level government and non-government representatives.
6. Ability to work as a member of a multi-disciplinary and multi-cultural team.
7. Ability to take initiative and to work with minimum supervision.
8. Experience and skills in the Microsoft Suite of programmes, (including Microsoft Project, MS Excel, Word) and database programs.

Interested applicants should send a letter of interest, a resume and a professional reference to Permanent Secretary, Social Development & Education to bonnie.richardson@gov.ai copied to Chief Probation Officer jocelyn.johnson@gov.ai no later than Friday, 21st January.