JOB DESCRIPTION
REGIONAL PROJECT COORDINATOR AND GENDER SPECIALIST
JURIST Project Management Unit

REPORTS TO: Project Director

POSITION OBJECTIVE:
The Regional Coordinator and Gender Specialist is responsible for recommending and developing initiatives in the areas of judicial reform, institutional strengthening and gender equality throughout the CARICOM region. The Regional Coordinator and Gender Specialist works collaboratively with JURIST Project staff, the judiciaries, local implementation committees, key stakeholders, consultants and non-governmental organizations to ensure that Project’s initiatives are delivered effectively. In addition, the Regional Project Coordinator and Gender Specialist works closely with all team members, partners and beneficiaries to ensure a context-specific and consistent approach to strengthening gender equality though the JURIST Project.

KEY RESPONSIBILITIES AND DUTIES:
The Regional Project Coordinator and Gender Specialist:
▪ Assists in the design and development of initiatives and works with the judiciaries to identify priorities for judicial reform;
▪ Advises and proposes to the Heads of Judiciaries initiatives that address their priorities and improve all aspects of court management, systems and service delivery;
▪ Provides subject matter expertise, technical assistance and advice to the Project Director;
▪ Contributes to the development of charters with scope, milestones, objectives, tasks, risks, responsibilities, resource requirements and funding sources, and ensures that local implementation teams have the necessary resources (human, financial and expert and technical assistance) required to complete their areas of responsibility;
▪ Tracks progress to ensure that deliverables are progressing on schedules and deadlines are being met;
▪ Keeps the Project Director up-to-date on the progress of on the attainment of deliverables, identifies risk, and proposes solution options;
▪ Contributes at regular status meetings with judiciaries and local implementation committees to provide status reports;
▪ Reviews all proposed initiatives of the Project to ensure they are developed in a manner that promotes substantive equality between men and women;
▪ Ensures that gender is mainstreamed across the program, including training materials, monitoring, operations, policies and procedures and design activities that target women, men, boys and girls within the scope of the Project;
▪ Reviews and provides input to Project work plans, with attention to gender dimensions of technical activities and operations, and discusses gender issues and priorities with project senior management and other technical specialists;

▪ Collaborates with Regional Project Coordinators to ensure that gender is assessed and fully integrated into all components of the Project;

▪ Facilitates gender trainings with Project staff and stakeholders;

▪ Designs and conducts Project gender analysis with key findings and actionable recommendations, and integrates analysis results into a comprehensive gender integration plan; and

▪ Performs any other related duties.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

▪ Excellent track record in project management: planning, execution, management, risk management, reporting, monitoring, and evaluation of projects;

▪ Experience working in sectors or areas in which gender equality approaches are applied and providing advice on gender equality issues;

▪ Good knowledge and understanding of the region and regional organizations (including but not limited to, CARICOM, OECS, CARIFORUM);

▪ Knowledge of, and familiarity with, the participating judiciaries of the region will be a key asset;

▪ Sound understanding of modern court environment;

▪ Sound knowledge of Results Based Management (RBM);

▪ Ability to provide advice on gender equality issues to, Heads of Judiciaries, and Ministers of Justice, stakeholders, and local implementation committee members;

▪ Ability to provide leadership and management at a strategic level, and lead and work collaboratively with multi-disciplinary teams and stakeholder groups;

▪ Ability to communicate stakeholder requirements to and translate into viable initiatives that address judicial reform, institutional strengthening, and gender equality in the justice system;

▪ Ability to communicate effectively with senior public servants in government ministries and departments throughout the region;

▪ Strong organizational skills and extremely keen attention to details;

▪ Ability to effectively work under tight deadlines;

▪ Resourceful in solving problems and conflict management;

▪ Excellent communications (oral and written) and presentation skills;

▪ Excellent people skills, especially in managing stakeholders; and

▪ Proficient in the use of project management software, including Implementation scheduling, and Microsoft Office Suite.
MINIMUM TRAINING AND EXPERIENCE:

▪ An undergraduate degree in Law, Management, Social Sciences, Humanities, or a related field;

▪ A postgraduate degree such as an MBA, M.Sc. or another relevant qualification;

▪ A relevant project management qualification such as Project Management Professional (PMP);

▪ At least three (3) years’ experience functioning at a senior management level with demonstrated experience, leadership and success in managing large projects and project teams; and

▪ Any equivalent combination of experience and training.

APPLICATIONS

Applicants should submit the following:

▪ Detailed Curriculum Vitae with at least two references.

Deadline for proposals: May 29, 2020 - 4 pm AST

Applications should be sent via e-mail to jurist@juristproject.org with “REGIONAL PROJECT COORDINATOR AND GENDER SPECIALIST” in the subject line and addressed to:

The Project Director
JURIST Project
c/o Caribbean Court of Justice
134 Henry Street,
Port-of-Spain,
Trinidad and Tobago.

* The position is based at the Caribbean Court of Justice (CCJ) Headquarters in Port-of-Spain, Trinidad and Tobago. The successful candidate will be offered a contract from August 1, 2020 (tentatively) to March 31, 2022.