

REPUBLIC OF RWANDA



**SUPREME COURT
P.O BOX 2197**

KIGALI

JOB ADVERTISEMENT

The Government of Rwanda (GoR), through the Judiciary received funding from the Netherlands Embassy for the Capacity Building of the Judiciary & Prosecution for extradited suspects of Genocide programme, Phase II n 4000002774. The purpose of the programme is to improve all round quality judgement and sentencing as well as improving prosecution of Genocide suspects

The Supreme Court therefore wishes to recruit **Contractual personnel** for the following vacant position:

INSTITUTION	SUPREME COURT
Job Title	Legal Translator / Interpreter
Job Classification Level and Grade	Contractual
Number	3
Supervised by/Reporting to (Title):	President of Court
Responsible for/Key Responsibilities (Job Description):	
<i>Functions</i>	<i>Tasks</i>
Core mission	<p>The translators/Interpreters will be responsible for translating case Law reports and other relevant legal documents from Kinyarwanda to English / French ensuring:</p> <p>1. Complete content accuracy: This entails accurate translation of content, facts and figures, footnotes and endnotes and all relevant legal terminology and no omissions from the source documents.</p>

	2. Grammar and style: Translated documents must be written in excellent English/French language, expression and grammar.
Specific tasks:	<ol style="list-style-type: none"> 1. The translators/Interpreters must proofread and edit a minimum of eight (8) Law reports per month and ensure that there are no typographical errors, complete content accuracy and correct grammar and style as mentioned above. 2. The translators/Interpreters shall put much emphasis on the selected Law reports to ensure utmost suitability for publication both in hard copies and online for public use. 3. The translators/Interpreters simultaneous translation shall do Legal Interpretations in court room or conferences from English to Kinyarwanda or French to Kinyarwanda and vice versa whenever it is deemed necessary by courts.
Qualifications / Experience	<ul style="list-style-type: none"> • A Master's Degree in Law with a minimum of 2 years proven experience • Bachelors' Degree in law with minimum of 4 years proven experience. • High skills in English and Kinyarwanda Languages at higher / professional levels. • A minimum of 2 years proven experience in translation from Kinyarwanda to English and French documents is an added value. • Excellence in Computer Skills; • Team Work Skills;

INSTITUTION	SUPREME COURT
Job Title	Law reporters
Job Classification Level and Grade	Contractual
Number	3
Supervised by/Reporting to (Title):	President of Court
Responsible for/Key Responsibilities (Job Description):	
<i>Functions</i>	<i>Tasks</i>

Core mission	The Judiciary produces and publishes regular Rwanda Law Reports (RLR), which contain judicial opinions from selected case laws as decided by higher instance courts. The individual consultant will take the lead in drafting law reports as well as proposing and designing the case citation format and publish these law reports as per agreement with the Judiciary.
Specific tasks:	<ol style="list-style-type: none"> 1. Analyze closed cases and identify reportable cases against set criteria; 2. Preparation of law reports; 3. Publish the law reports; 4. The Consultant shall prepare and publish at least eight (8) law reports per month.
Qualifications	<ul style="list-style-type: none"> • A Master’s Degree in Law or its equivalent from a recognized institution or a Bachelors’ Degree with at least four (4) years of experience in a legal related area
Experience	<ul style="list-style-type: none"> • Be a legal practitioner at least at the level of (or) equivalent to a practicing Advocate, • Have an academic or research background; • Have demonstrated competence and ability in editing and analysing legal issues; • Have excellent interpersonal, presentation and communication skills; • Fluency in written and spoken Kinyarwanda and either English or French

INSTITUTION	SUPREME COURT
Department	SPIU
Job Title	Technical Advisor of the Project
Job Classification Level and Grade	Contractual
Number	1
Supervised by/Reporting to (Title):	SPIU Coordinator
Responsible for/Key Responsibilities (Job Description):	
<i>Functions</i>	<i>Tasks</i>

<p>DUTIES AND RESPONSIBILITIES:</p>	<p>The Technical Advisor will have the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Develop a full scale project plan and define detailed project tasks and resource requirements; 2. Develop and strengthen monitoring, inspection and evaluation procedures 3. Monitor all project activities, expenditures and progress towards achieving the project output; 4. Recommend further improvement of the logical frame work 5. Develop monitoring and impact indicator for the project success; 6. Monitor and evaluate overall progress on achievement of results; 7. Monitor the sustainability of the project's results 8. Provide feedback to the Project Manager on project strategies and activities; 9. Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks; 10. Report monthly, quarterly, half-yearly and annual progress on all project activities to the Project SPIU Coordinator; 11. Conduct capacity assessment on existing monitoring and evaluation system 12. Develop indicators and a monitoring strategy for the project; 13. Provide inputs, information and statistics for quarterly, annual and other reports to Project; 14. Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports; 15. Assist the project personnel with M&E tools and in supporting them in their use; 16. Support monitoring and evaluation of the effects and impact of the project;
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	<p>17. Provide recommendations for improving implementation performance and design policies, plans and projects</p> <p>18. Monitor and evaluate achievements of judiciary’s goals and targets as set in the project proposal and project arrangements;</p> <p>19. Report on M&E findings and best practices;</p> <p>20. Facilitate evidence based planning, learning and informed decision making</p> <p>21. Assist the Project Manager in preparing other relevant reports;</p> <p>22. Perform other duties as required.</p>
Deliverables	<ol style="list-style-type: none"> 1. Detailed Project Action Plan / Work breakdown structure that is updated on a monthly basis 2. Prepare semester reports on project progress to be submitted to the Donors 3. Project tender Terms of References and Scope of works drafted and finalized with approval of relevant Judiciary officials as per the detailed project action plan 4. Quality assurance and review of project deliverables 5. Project activity background surveys, briefings and advisory memos produced and brought to the attention of relevant members of the management team according to the action plan. 6. Technical supervision for contracts involving ICT Equipment. 7. Monthly project activity reports emailed to management every end of month. 8. Compile information on the progress of project works 9. The Technical Advisor will directly work with the Coordinator of the SPIU and the Judiciary Steering Committee by providing technical advice on all the project components, and where any department interfacing is required. 10. Prepare monitoring reports.
Competencies	<p>Corporate Competencies:</p> <ol style="list-style-type: none"> 1. Demonstrates integrity by modelling the values and ethical standards 2. Promotes the vision, mission, and strategic goals of Judiciary 3. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

1. Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
2. Plans, coordinates and organize workload while remaining aware of changing Priorities and competing deadlines
3. Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support

Knowledge Management and Learning:

1. In-depth knowledge on Monitoring and Evaluation and development issues
2. Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities;
3. Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with stakeholders and project staff.
4. Ability to lead implementation of new systems (business side), and affect staff behavioral/attitudinal change.

Self-Management

1. Focuses on result for the beneficiary
2. Consistently approaches work with energy and a positive, constructive attitude
3. Demonstrates strong oral and written communication skills
4. Remains calm, in control and good humored even under pressure
5. Demonstrates openness to change and ability to manage complexities
6. Responds positively to critical feedback and differing points of view
7. Solicits feedback from staff about the impact of his/her own Behavior

Education:	<p>REQUIRED SKILLS AND EXPERIENCE</p> <p>Education:</p> <p>University Degree preferably in Economics, Finance, Business Administration or related field.</p>
Experience	<p>Experience</p> <ol style="list-style-type: none"> 1. At least 5 years of experience in the design and implementation of monitoring and evaluation in development projects implemented by national/international Government, Private and NGOs/UN bodies; 2. Experience in designing tools and strategies for data collection, analysis and production of reports; 3. Proven ICT skills, especially in the reporting software using database; 4. Expertise in analysing data using statistical software; 5. Strong training & facilitation skills.

Interested and qualified candidates are requested to apply through the E-Recruitment system available on website www.mifotra.gov.rw, not later than Thursday the 9th December, 2021 before 5.00PM

Done at Kigali on 30th November, 2021

Mrs. MURORA Beth

Secretary General