

## Terms of Reference:

# Senior Justice Systems Coordinator

<b>Location</b>	Bangkok, Hanoi, Jakarta, Manila, Phnom Penh, or Vientiane
<b>Duration</b>	2 years with the possibility of extension
<b>Position Status</b>	National position
<b>Supervisor / Manager</b>	Justice Systems Director
<b>Performance Management and Reporting Framework</b>	ASEAN-ACT Remuneration Framework for national positions
<b>Deadline for application:</b>	13 October 2024

## About the Role

The Senior Justice Systems Coordinator (SJSC) works collaboratively with the Justice Systems Director (JSD), Leadership Team and country team to support the strengthening of justice systems in ASEAN Member States in support of the implementation of the ASEAN Convention Against Trafficking in Persons, Especially Women and Children.

The position works to support formal and informal cooperation in handling TIP cases through existing and emerging regional and national mechanisms. The SJSC supports and coordinates across the team to institutionalise knowledge and professional development on countering trafficking in persons (CTIP) and related issues.

The role is best suited to a highly motivated and collaborative individual who is interested in a dynamic regional and multi-country program, with national projects geared towards strengthening justice systems with a particular focus on access to justice for victims of trafficking in persons. We are looking for an individual with a passion for delivering positive change, responsive to the needs of our donor and partner government, and with an understanding of law and justice reform in the context of international development.

## About the program

ASEAN–Australia Counter Trafficking ([ASEAN-ACT](#)) continues Australia’s long-running collaboration with ASEAN and its Member States to end human trafficking in the region. The program is a 10-year investment (2018 to 2028) principally working to strengthen the justice sector response to trafficking in persons, while advancing the rights of victims. The program has established partnerships with government agencies, civil society, and business. We engage with all 10 ASEAN Member States in some capacity and have national-level programming in Cambodia, Lao PDR, the Philippines, Thailand, and Vietnam. We are establishing programming in Indonesia, and it is currently on hold in Myanmar.

ASEAN-ACT supports ASEAN Member States to integrate gender equality, disability and social inclusion (GEDSI) and protect the rights of victims of trafficking. The program has developed GEDSI and victim rights strategies to provide a conceptual framework and practical implementation approach to analyse and respond to GEDSI and victim rights challenges in countering trafficking. As a core component of the program, specific projects and activities to advance GEDSI and victim rights have been designed and are being implemented in collaboration with ASEAN-ACT’s partners and stakeholders.

## Program outcomes

The overarching goal that ASEAN-ACT will contribute to is that ASEAN Member States have effective justice systems that provide just punishment of traffickers and protect the rights of victims.

Three end-of-program outcomes together contribute to the achievement of this goal by 2028:

1. ASEAN’s planning, monitoring and reporting of ACTIP implementation is increasingly effective, advances GEDSI and upholds victim rights.
2. ASEAN Member States are increasingly capable of implementing their ACTIP obligations, particularly those that advance GEDSI and uphold victim rights.
3. ASEAN and member states’ policies and practices are inclusive, influenced by relevant stakeholders and aligned with the ACTIP.

## Specific Duties

### Project Management

- Coordinate and support the delivery of ASEAN-ACT’s project on institutionalising knowledge and professional development in the counter trafficking sector, including coordinating technical inputs from across the team and supporting activity development budgeting and delivery.
- Work closely with ASEAN-ACT’s Country Managers and teams to facilitate planning, identifying and assessing potential risks to program implementation, monitoring evaluation and learning of project outputs/outcomes, factoring in sustainability of the projects.
- Liaise with ASEAN-ACT consultants and other external partners on deliverables and supporting administrative and logistical arrangements for various justice systems related consultancies, working closely with ASEAN-ACT country teams.
- Develop project activity, concept notes, and prepare reports, in accordance with ASEAN-ACT templates and formats, for justice systems activities.

### Research and knowledge sharing

- Following research reports, trends, development of emerging issues on trafficking in persons (TIP) in Southeast Asian region and beyond, including but not limited to the release of the US TIP report, support the technical input, compilation of the summary analysis on emerging TIP issues for DFAT and program staff, where necessary.

- Contribute to the development, design and delivery of a series of webinars on emerging issues in TIP, engaging government and non-government CTIP stakeholders to promote thought leadership and innovation.
- Provide technical input on research and analysis commissioned by ASEAN-ACT, and coordinate input from other ASEAN-ACT team members.

#### **Policy engagement**

- Support national and ASEAN program counterparts' evaluation and alignment of their policies, guidelines, and training programs with the objectives of ACTIP, while assisting with activities related reform of justice and agency policy and practices on TIP at both national and regional levels.
- Support multi-sectoral collaborative operational and policy responses, at the ASEAN and national level, to address TIP challenges.

#### **People and culture**

- Mainstream victim rights and GEDSI across all project activities and promote culturally sensitive and respectful communications.
- Foster a culture that promotes learning, sharing of ideas, professional development and analytical thinking.
- Demonstrate compliance with DT Global's policies and procedures.

## **Selection Criteria**

#### **Qualifications**

- Graduate qualification in law, justice or a similar area.
- At least 5 years of experience in paralegal work or in related discipline – international development, human rights or similar.

#### **Essential Experience, Knowledge and Skills**

- Strong understanding of justice system and the use of human rights-based, victim centric, gender-responsive, trauma-informed care, best interest of child approaches.
- Demonstrated management, coordination and facilitation skills.
- Strong interpersonal skills and the ability to effectively communicate, including organisational representation in public fora.
- Ability to collate and synthesise information from a diverse range of sources, including from live events using strong English writing and reporting skills.
- Detailed-oriented, with strong analytical/critical thinking skills.
- Stakeholder engagement skills and the ability to collaborate effectively with justice state actors, including in cross cultural environments.

#### **Desirable**

- At least 3 years of experience working on counter trafficking in persons initiatives or other transnational crimes focused on supporting the justice sector.
- Qualified to practice law, admission to the legal association (bar) in the candidates' location.
- Knowledge and experience of Australian Government-funded development programs and reporting requirements.
- Proficiency in one or more ASEAN language.

## **How to Apply**

Interested applicants must submit:

- A curriculum vitae detailing experience relevant to the role
- A maximum 2-page cover letter indicating your suitability and interest in the position

- The names and contact details of three professional referees
- Current or expected salary

Applicants should clearly indicate '**Senior Justice Systems Coordinator**' in your email title and submit to [recruitment@aseanact.org](mailto:recruitment@aseanact.org).

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality, and culture. Individual from minority groups, indigenous groups, people with a disability, women and ASEAN nationals are strongly encouraged to apply.

All applications will be treated with the strictest confidence.

Due to the expected volume of applications, only candidates under positive consideration will be notified.

## Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

DT Global Asia Pacific Pty Ltd is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global Asia Pacific Pty Ltd prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

Our organisation is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment. We are committed to safety and the prevention of sexual abuse and harassment, child protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All our staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

## About DT Global

[DT Global](#) is an international development managing contractor, working across a wide range of sectors and technical areas in over 90 countries around the world. DT Global launched in 2019, bringing together AECOM International Development's Services Sector and Development Transformations along with their legacy companies. The DT Global family has since expanded further with the acquisition of IMC Worldwide in March 2022 and Cardno International Development in July 2022. Together, we bring with us over 60 years of experience, relationships, and technical excellence to better transform lives around the world on behalf of partners, clients and stakeholders.

