

Mediation/Policy Advisor

Kiribati

This assignment has been negotiated in good faith with the Partner Organisation, and the information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

ASSIGNMENT DETAILS			
Assignment title	Mediation/Policy Advisor		
Partner Organisation	OFFICE OF THE PUBLIC LEGAL SERVICE		
Location	Betio, Tarawa, Republic of Kiribati		
Website of Partner Organisation	www.opl.org.ki		
Duration of assignment	12 weeks	Start date	1/04/2021
Type of assignment	Remote	Australian Organisation	N/A
Time commitment	Part-time (less than 25 hours per week) (Remote volunteers only)		

PARTNER ORGANISATION OVERVIEW

The Office of the Public Legal Service is a legal aid office mandated to provide free accessible quality and timely legal aid or service to the disadvantage people in Kiribati. OPLS was established in 1980 as a branch of the Judiciary but in 2014 it got separated and run its own affair and finance with support from Government. When the Ministry of Justice was later established in 2016 OPLS was then incorporated as one of the division of the Ministry but was still given control over the management of its affair except financial matters. As a division of the Ministry of Justice, OPLS was responsible for providing free legal advice and court representations on all areas of the law at all levels of courts in Kiribati. Part of its mandate was also to conduct non-judicial programs to raise public legal understandings on human rights and the rule of law. With a population of more than 110,000 people scattered all over 21 islands OPLS has a huge responsibility to provide free legal aid to the people across the country. OPLS mission is to provide free accessible quality and timely legal aid to the disadvantaged people of Kiribati including law medication services, law reform contributios and community legal education.

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ASSIGNMENT DETAILS

Assignment overview

Alternative Dispute Resolution (ADR) or Mediation is a new concept in the Office. It is highly regarded as very important in the delivery of legal service that also contributes to obtaining justice between the parties. How to institutionalise this concept in the Office is very critical. Originally the Office plan is to develop first the capacity of its staff in mediation, then set the internal framework (policy and processes) regarding how it will be offered to the public and finally lobbying stakeholders and Government to set the national scale framework for its regulation and the protection of the mediators. In addition to that, the Office itself has a number of its own policies which requires effective monitoring and evaluation as well as key advices on how to improve policies or to effectively develop one.

Thus the Volunteer would be expected to develop informed guidelines and policies on how ADR would be best handled and implemented internally, develop capacity building materials for staff training on ADR with emphasis on analytical, problem solving and implementational skill, and support and strengthen professional ADR trainings and participation of OPLS staff in the mediation field in the region or overseas. For background info some OPLS staff have obtained accredited certificate from Australia Dispute Centre (ADC) as a result of attending mediation training conducted in the region.

The Volunteer would be also required to support the development of a Monitoring and Evaluation scheme on OPLS Strategic Plan, Divisional Plan and other Plans, strategically support and advise the Director and the Executive (Senior Management Team) on policy matters critically important for the business of OPLS including administration and financial matters and able to support and strengthen OPLS partnership with legal aid organisations for legal practice matters, capacity developments and other initiatives

Assignment objectives

Support and strengthen organisational and institutional capacity and processes to deliver the best practise for legal aid to the targeted groups including disadvantage people of Kiribati.

To include all people directly affected by the volunteer assignment in the Partner Organisation and community, using strategies that promote: gender equality; inclusion of youth; inclusion of people with a disability; child protection and safeguarding; inclusion of marginalised groups.

Duties and responsibilities of the volunteer

Develop informed guidelines and policies on how ADR would be best handled and implemented internally, and capacity building materials for staff training on ADR with emphasis on analytical, problem solving and implementational skill

Support and strengthen professional ADR trainings and participation of OPLS staff in the mediation field in the region or overseas

Support the development of a Monitoring and Evaluation scheme on OPLS Strategic Plan, Divisional Plan and other Plans as well as strategic reporting

Strategically support and advise the Director and the Executive (Senior Management Team) on policy matters that are critically important for the business of OPLS including administration and financial matters

Support and strengthen OPLS partnership with legal aid organisations for best legal practices matters, capacity developments and other initiatives

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Selection criteria

Bachelor of Laws

Degree in legal administration or related field

Accredited Mediator/Trainer
3-5 years of experience in mediation consultancy services
3-5 years of experience as a practising lawyer/solicitor with court room experience in criminal/family law

Desirable skills, language and experience	
Experience working in a mediation Centre or Law firm organisation	
Experience in mentoring and training	
Experience in leadership and organisational management	

Line Manager	Mr Raweita Beniata is the Director of the Office of the Public Legal Service
Staff Supervision	No
Working relationships	<i>Line assistance, support and friendly environment from the lawyers and paralegals and support staff but report to the Director of OPLS. OPLS staff are very friendly. Previous Volunteers finds it</i>
Hours and days of work	Monday to Friday, 9:00am-5:00pm
Leave	N/A
Professional indemnity insurance <small>(Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment.)</small>	No - This assignment is not deemed to require professional indemnity insurance The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

LIVING AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Living allowance	\$18.00 per week for part time working less than 25hrs per week.
	The allowance levels are based on the cost of living in the host country location and are listed in \$AUD. Allowances will be reviewed periodically and may increase or decrease.
Accommodation allowance	N/A
Language support	Language support is provided during the in-country orientation period. Most often, additional resources for further development later in the assignment will be available if required.
Country profile	Learn more about the host country location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process. https://www.australianvolunteers.com/countries/kiribati

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HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will

need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally, and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more accessible.

Personal circumstances

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose:

- If they want their same-sex partner to accompany them on assignment.
- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.

(Delete any that do not apply)