CODE PAKISTAN

Internship Program

Project Title:	Pakistan Criminal Justice Case Management System Procurement, Implementation, and Training
Duty Station:	CODE PAKISTAN Office in Islamabad (no travel required)
Proposed Period:	December 4 2023 – February 29 2024 (3 months – may be extended based on performance evaluation)
Application Deadline:	November 24, 2023

1. Background:

CODE PAKISTAN (a local not for profit based in Islamabad) is working in collaboration with the National Center for State Courts (NCSC) on the project titled "Pakistan Criminal Justice Case Management System Procurement, Implementation, and Training (CCMS)". The project is funded by the U.S. Department of State's Bureau of International Narcotics and Law Enforcement (INL) and is aimed at supporting two pilot courts in Pakistan to reduce pretrial and during trial detention by designing, procuring, and piloting a criminal case management system and delivering capacity building training on criminal case management.

The program intends to assist the Government of Pakistan and judicial counterparts to design, procure, develop, and implement a high utility criminal case management system in two select pilot courts within the country. The program also intends to build the capacity of judicial and non-judicial counterparts to utilize the CMS to manage cases efficiently, resulting in reduced delays in pretrial and during trial detention.

The target users of the CMS would include judicial officers/clerks, police, prosecution, prisons and other relevant officials that may contribute towards the successful implementation of the CMS.

2. Purpose of the Internship:

The internship program at CODE Pakistan will provide qualified candidates with the following learning and career opportunities:

- Acquire interdisciplinary exposure by working with senior Government of Pakistan stakeholders including, but not limited to, judges, judicial officers, law enforcement officials along with international subject matter experts;
- Acquire valuable insights and experience within the development sector, paving the way for potential future opportunities, including career prospects in international organizations;
- Exposure to quality research and enhance your analytical skills;
- Engage in hands-on project interventions related to criminal justice and case management systems and learn about project management through involvement in various stages of the project;
- Take part in high-profile meetings and trainings,
- Work closely with a diverse team of professionals, fostering a collaborative and inclusive work environment.

3. **Duties and Responsibilities:**

The intern will assist in the following duties and responsibilities:

- Assist in conducting research on Pakistan's existing case management and pretrial detention systems, and identify gaps;
- Assist in conducting research on best practices in case management and court automation in Pakistan and in the international sphere, and on the impact on the judicial and justice system following their adoption;
- Assist team in engaging relevant stakeholders for project-related activities;
- Assist team in organizing and reporting on meetings and trainings as needed;
- Conduct research on other topics of relevance to the program and its implementation;
- Draft briefs and assist in formulating meeting minutes as needed;
- Support other/ad hoc activities as seen relevant and needed.

4. **Eligibility Criteria:**

- Graduate of a social science discipline, preferably law;
- Experience in conducting research, either at the university-level or professionally.

5. **Skills Required:**

- Demonstrable skills in analytical thinking, communication and research;
- Good organizational and interpersonal skills;
- Ability to work in a multi-cultural environment and a good team working capacity;
- Good research and analytical skills;
- Excellent knowledge of English with fluency in speaking, reading and writing

6. **IT Skills Required:**

- Knowledge of Microsoft Office (Word, PowerPoint, Excel);
- Knowledge of Video Conferencing tools such as Google Meet, Zoom and Microsoft Teams.

7. **Financial Compensation:**

Each intern will be paid a stipend.

8. **Terms of Appointment:**

Duration of the internship is 3 months. Participating interns are required to work full-time during office hours (9:00 AM – 4:00 PM).

9. **Selection Process:**

All candidates are required to fill in the Internship Application Form on the Website accessible at https://codepak.org/ and submit an original one-page sample of research conducted by the applicant on any subject. Following successful submission of the requisite documents, selected candidates will be requested to visit the office for a written test. Shortlisted candidates will then be invited for an interview at a date and time, which will be shared with the candidates in advance. The top three performing candidates will be offered an internship at CODE PAKISTAN.