

United Nations JPO Programme



TERMS OF REFERENCE 21P296

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Prison Studies

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):
Crime Prevention and Criminal Justice

Organization/Office:

United Nations Office on Drugs and Crime (UNODC), Division of Policy Affairs (DPA), Research and Trend Analysis Branch (RAB), Crime Research Section (CRS)

Duty Station:

Vienna, Austria

[Non-Family Duty Station: yes / no x]

Duration:

1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor:

Research Officer, Crime Research Section

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the JPO will be responsible for the following duties

- Assist in the implementation of research projects relating to prisons, and particularly with regard to recidivism and rehabilitation of prisoners.
- Assist in undertaking research activities including organization and monitoring of data collection and carrying out data analyses on different aspects of prisons.
 - Contribute to the preparation of various written reports, documents and communications, e.g. draft sections of analytical reports, studies, background papers, correspondence and thematic issues;
- Draft talking points, statements and briefing notes relating to prisons, and support the drafting of concept notes and strategy papers;
- Participate in field missions as required;
- Assist in the development and maintenance of networks with national and regional/international agencies and institutions involved in research on prisons;
- Perform other duties as required.

IV. Qualifications and Experience

Education:

Advanced university degree in criminology, sociology, law, economics, other social science or related field. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work experience:

At least two years of experience in areas of research in the social sciences at national or international level.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of another UN official language is an advantage.

Other skills:

Good knowledge of Microsoft Office (Excel, Word and PowerPoint) is required. Experience and knowledge of qualitative data analysis software (NVivo, ATLAS.ti, MAXQDA) or statistical software (SPSS, R, STATS or others) is an asset.

UN competencies:

PROFESSIONALISM: Has knowledge of policies and practices in international crime prevention and criminal justice, as well as the mandates of the United Nations Office on Drugs and Crime. Has knowledge of and specialization in substantive and functional areas with very good research and analytical skills. Is able to identify issues and contribute to the solution of problems/issues. Has knowledge of various research methodologies and sources, including electronic sources on the internet, intranet and other databases. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda;



Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the JPO will have become familiar with the production of analytical UN publications in the area of research prison populations and recidivism and rehabilitation of prisoners. In particular, s/he will have developed the ability to draft reports and monitor specific project/research components relevant to these topics. Furthermore, s/he will have gained experience in the following areas:

- Knowledge on key issues across a multitude of crime and criminal justice themes
- Knowledge on quantitative and qualitative methods to collect data on crime and criminal justice
- Drafting of UN documents and reports
- Formulating project documents, job descriptions and prepare terms of reference for consultants
- Contacts with the international research networks on crime, criminal justice and crime prevention
- Familiarization with the UN system standards and procedures

VI. Background Information

This position is located in the Crime Research Section of the Research and Trend Analysis Branch (RAB), Division for Policy Analysis and Public Affairs (DPA), United Nations Office on Drugs and Crime (UNODC). The mission of RAB is to help Member States and the international community access an enhanced evidence and knowledge base for developing responses to drug and crime problems at the international, regional and national level.

The Crime Research Section conducts research on topics related to different aspects of crime and criminal justice. Particular focus is on issues covered by the UN Transnational Organized Crime Convention and its Protocols. In addition, research is carried out on a variety of topics in the field of crime and criminal justice such as homicide prison trends and women in the criminal justice system. An emerging theme to be studied is the connection between crime and terrorism.