

United Nations JPO Programme



TERMS OF REFERENCE 21P168

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Crime Prevention and Criminal Justice

Sector of Assignment: Crime Prevention and Criminal Justice

Organization/Office:

United Nations Office on Drugs and Crime (UNODC), UNODC Regional Office for the Middle East and North Africa (ROMENA)

Duty Station:

Cairo, Egypt

[Non-Family Duty Station] : YES NO

Duration:

One year (with possible extension for another one year)

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

II. Supervision

Title of Supervisor:

Regional Project Coordinator (Anti-Corruption and Anti-Money Laundering)

Content and methodology of supervision:

The JPO will be trained to perform his/her duties, with the objective of progressively acquiring autonomous responsibility for his/her field of work. The JPO is encouraged to take initiatives and have a pro-active view of his/her duties. Supervision will entail work assignments, discussion and approval of a time-bound work plan, regular guidance on how to accomplish work goals, review of work progress, review of all products, and periodic informal and formal assessment of performance.

- a) Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his 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.
- b) Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

Ongoing review and appraisal of staff performance will be based on the agreed work plan.

III. Duties, Responsibilities and Output Expectations

The JPO will provide professional support to the implementation of UNODC ROMENA's Regional Project on "Action Against Corruption in the MENA Region" in a number of countries including Algeria, Egypt, Iraq, Libya, Morocco, and Sudan, specifically in the following areas:

- Support the delivery of UNODC technical assistance in the area of preventing and fighting corruption in support of SDG 16 and in the mainstreaming of anti-corruption measures into other fields of work: preparing and participation, as required, in needs assessments or programming missions to MENA Region countries; support to the conceptualization, planning and organizing of technical assistance projects;
- Support the provision of technical assistance upon request of MENA countries in the area of anti-corruption (delivery of training, legal advice, etc.); preparing and maintaining up-to-date periodic implementation reports and programme data; liaising with UNODC field offices in the Region and the relevant substantive section in UNODC Headquarters in order to improve collaboration and use synergies.
- Support the development of technical assistance tools and training material: Contributing substantive input through research, analysis and drafting for review and finalization by senior staff, preparing terms of reference for consultants, reviewing drafts submitted from consultants, organizing expert group meetings, identifying experts, and liaising with relevant stakeholders.
- Assist in the preparation of research and policy papers, preparing and coordinating briefing notes and background papers, initiating and coordinating outreach activities.
- Assist in building partnerships with UN and other relevant agencies and organizations: Participating in consultation with partners on anti-corruption reform, preparing and making presentations on assigned subjects; facilitating liaison and developing synergies.
- Assist in the operational implementation of anti-corruption activities including, as required, liaising with government counterparts, relevant UN and other international agencies including local civil society organizations, participating in local/regional meetings and

trainings, ensuring timely project reviews, monitoring and implementation of related reporting activities; performing detailed substantive analysis on the tasks undertaken for the fulfilment of the projects.

- Carry out other tasks as assigned.

IV. Qualifications and Experience

Education:

An advanced university degree (Master's degree or equivalent) in law, political science, international relations, criminology, public administration, or related field is required. A first-level university degree in combination with other relevant academic qualifications and/or relevant experience may be accepted in lieu of the advanced university degree.

Work experience:

A minimum of two years of relevant progressively responsible professional experience in project or programme management in an area related to crime prevention and criminal justice, preferably with a focus on corruption or closely related issues is required. Knowledge of the United Nations Convention against Corruption is highly desirable as well as experience in international development or technical assistance projects.

Languages:

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

Other skills:

Computer literacy is required.

UN competencies:

PROFESSIONALISM: Demonstrates in-depth understanding of legal systems issues and knowledge of criminal law and relevant international human rights standards; Shows pride in work and in achievements; 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

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

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

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

After the assignment the JPO will have acquired:

- Formulate and implement proposals for projects and technical assistance initiatives;
- Gain work experience at the MENA Region level and experience in linking countries' priorities with technical assistance provision;
- Prepare research, policy and programme documents;
- Provide substantive assistance in the preparation and delivery of anti-corruption activities;
- Deliver well-reasoned and clearly written recommendations, opinions and identification of issues on assigned topics in the field of anti-corruption.

VI. Background Information

The United Nations Office on Drugs and Crime (UNODC) is established to implement the Organization's Drug Programme and Crime Programme in an integrated manner, addressing the interrelated issues of drug control, crime prevention and international terrorism in the context of sustainable development and human security.

UNODC Regional Office for the Middle East and North Africa (ROMENA) was established in 1997 in Cairo, Egypt with a view to providing technical assistance to the countries of the region to respond to trafficking in drugs, persons, weapons and artifacts, and to other forms of transnational organized crime, including terrorism, corruption, money laundering, and migrant smuggling. UNODC ROMENA covers all the countries part of the Regional Programme: Algeria, Egypt, Iraq, Jordan, Lebanon, Libya, Morocco, Palestine, Sudan, Syria, and Tunisia. In addition to the Regional Office, there are two Sub regional Programme Offices, in Tripoli (Libya) and Abu Dhabi (UAE), and six Programme Offices in Jordan, Lebanon, Morocco, Palestine, Tunisia and Yemen. All these offices have more than 85 staff members.

The JPO will be working under direct supervision of the Anti-Corruption Regional Project Coordinator in UNODC Regional Office in Cairo and with overall guidance of ROMENA's Regional Representative.