



# UNODC

United Nations Office on Drugs and Crime

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Date: 14 August 2011

## **Vacancy Announcement No. 2011-RCH08-019**

**Post Title:** Research Officer  
**Organization:** United Nations Office on Drugs and Crime (UNODC),  
Country Office for Afghanistan  
**Type of Contract:** Service Contract  
**Post Level:** SB 4/1  
**Number of Posts:** One  
**Duty station:** Kabul, Afghanistan (Based at Attorney General's Office)  
**Duration:** One year, with possibility of extension \*  
**Closing date:** 28 August 2011

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\*Subject to availability of funds

### **OVERVIEW**

The Project "Build Afghan Counter Narcotics Analytical Capacity for Evidence-Based Policy and Advocacy" (AFG/U04) aims at helping to strengthen the capacity of national systems to produce and disseminate information with relevance to the drugs and crime situation in Afghanistan and to enable the Ministry of Counter Narcotics (MCN) to annually publish the Afghanistan Drug Report. The objective of the assignment is to support the development, start-up and implementation of the Afghanistan Drug Report (ADR) in the MCN, through assistance in developing monitoring, data collection and analytical capacities within the MCN in partnership with the Ministry of Interior, the Ministry of Justice, the Ministry of Rural Rehabilitation and Development, the Ministry of Health, the Ministry of Agriculture, Irrigation and Livestock, civil society and academic institutions.

The post is located in the Research, Advocacy and Information Section (RAI) of the United Nations Office on Drugs and Crime (UNODC) Country Office for Afghanistan and is based in the Attorney General's Office (AGO) placed through the MCN.

### **DUTIES AND RESPONSIBILITIES:**

Under the overall supervision of the UNODC Country Representative and/or her/his designate and immediate supervision of the Project Manager/Senior Research Advisor and National Research Coordinator, and guidance of the Director-General for Policy and Coordination (MCN), the Research Officer will assist in the implementation of the project. In particular the incumbent will:

- Assist in the development of a programme for the Afghanistan Drug Report, by conducting background research on areas covered under AGO's mandate and related agencies such as the Criminal Justice Task Force (CJTF) and Supreme Court that have an impact on Counter-

Narcotics (CN), especially related to the National Drug Control Strategy benchmark indicators, particularly but not limited to drug-related court cases in all legal instances.

- Liaise and work together with the programme team to develop the Afghanistan Drug Report.
- Contribute research and data to the baseline/library for the Policy and Coordination Section of the MCN in order to facilitate evidence-based policy making.
- Identify gaps in research/information and develop spin-off programmes/studies independently or jointly with the project team and in partnership between MCN and AGO.
- Serve as a link between the MCN and AGO, providing appropriate data with CN relevance to the MCN and keeping AGO officials apprised of joint MCN/AGO activities.
- Work on assigned research projects to ensure quality-control.
- Assist in the coordination and production of the Afghanistan Drug Report through MCN.
- Contribute to the production of both written and oral briefs for counterparts in MCN based on reviews of research evidence.
- Liaise, support and coordinate closely with relevant counterparts in UNODC to ensure synthesis in research and related programming;
- Contribute to established surveillance systems in the MCN.
- Participate in research methods and analysis trainings.
- Contribute materials to the database.
- Assist in reporting research activities in agreed formats and timelines.
- Provide substantive backstopping to project staff.
- Carry out any other tasks assigned by the Project Coordinator, MCN representative, and/or Country Office Representative or his/her designee.

## **RESULTS EXPECTED**

Effectively plans, develops, organizes, coordinates and implements the project based on the agreed strategy, policy, programme and project activities. In a timely and efficient manner, delivers assigned tasks and responsibilities. Develops well-reasoned and innovative approaches, provides well-researched and sound analysis and expert advice on research related to the narcotics situation in Afghanistan based on sound methodologies and international best practices.

Effectively disseminates best practices and methodologies. Organizes and participates in complex technical field missions. Organizes and delivers specialized training for national drug control agencies on research on narcotics related issues. Effectively and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally. Provides strong partnerships with relevant parties.

## **QUALIFICATIONS:**

**Education:** Masters degree in Law, Political Science, Criminology, Sociology, Statistics or another relevant academic field. A Bachelor's degree in the above disciplines with additional 2 years of relevant experience may be accepted in lieu of a Masters degree.

**Experience and other skills:** At least 2 years of relevant research and information management experience (with Master's) or 4 years of relevant experience with a Bachelor's degree. Capacity to devise and manage research-related projects. Ability to analyze needs and formulate draft recommendations on appropriate responses for colleagues and management Ability to produce concise reports and presentations. Ability to work under pressure and to tight deadlines.

**Languages:** Excellent spoken and written English is required in addition to the national languages of Dari and/or Pashto.

**COMPETENCIES:**

**Professionalism:** 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.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignment; 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.

**Creativity:** Actively seeks to improve programs or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; think “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

**Communication:** Speaks and writes clearly and effectively; listen to others, correctly interprets messages from other 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.

**Submission of application:**

The application should comprise:

- **1 cover letter** explaining your interest and suitability for the post
- **1 CV (with 3 work referees)** and P11.

Interested Afghan nationals may submit their application for the post along with their CV and/or UN Personal History form (P11) in electronic format (clearly indicating the VA number in the subject line) to [coafg.vacancies@unodc.org](mailto:coafg.vacancies@unodc.org) or by hard copy in a sealed envelope marked confidential to the UNODC Country Office for Afghanistan at the following address:

[House No. 257, Street No. 149, District 4, Zone 1, Kolola Pushta Kabul, Afghanistan](#)

**Female candidates are highly encouraged to apply.**

***Please note that applications received after the closing date will not be considered and only short-listed candidates will be contacted..***

August 14, 2011