UNODC
Oficina de las Naciones Unidas
contra la Droga y el Delito

Colombia

Para: Todos los interesados

De: Bo Mathiasen
Representante

Asunto: Anuncio de vacante

Fecha: 14 de octubre de 2016

Tengo el agrado de enviar adjunto la descripción de funciones para la vacante de:

PROGRAMME ANALYST (HUMAN TRAFFICKING & MIGRANT SMUGGLING)

Las personas interesadas en esta vacante, deben enviar el Formato P11 que encontrarán en nuestra página web (unodc.org/colombia/es/vacantes), firmado y en sobre cerrado, a la siguiente dirección: Calle 102 No. 17A – 61, Edificio Rodrigo Lara Bonilla en la ciudad de Bogotá, indicando el cargo al cual están aplicando.

Las solicitudes se recibirán hasta el **11 de noviembre de 2016, 5:00 p.m.**

Únicamente se contactarán para el proceso de selección aquellas personas cuyas hojas de vida cumplan con todos los requisitos establecidos en los términos de referencias (ver anexo).

Atentamente,

UNODC
Oficina de las Naciones Unidas contra la Droga y el Delito

13.10.16

CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY*

JOB DESCRIPTION

Functional Title of Post: Programme Analyst (Human Trafficking & Migrant Smuggling)

Classified Level of Post: NO-A (Fixed-Term Appointment)

Organizational Location: UNODC – Division for Operation

Duty Station: Bogotá, Colombia

Duration: One year (Extension subject to availability of funds)

ORGANIZATIONAL SETTING AND REPORTING RELATIONSHIPS:

This position is located in the Field Office of the *United Nations Office on Drugs and Crime (UNODC)* in Colombia. The Programme Analyst will work under the overall guidance of the UNODC Representative, the direct supervision of the Chief of PROJUST and the substantive guidance of the GLO.ACT Coordinator and the Chief of Human Trafficking and Migrant Smuggling Section. The focus of this job is to exercise overall responsibility for planning, implementing, and managing Human Trafficking and Migrant Smuggling interventions in Colombia and works in close collaboration with the project team in the country, the operations units, regional and HQ staff, UN system colleagues in the country, as well as with Government officials, technical advisors and experts, and civil society ensuring the successful of UNODC intervention on Human Trafficking and Migrant Smuggling.

RESPONSIBILITIES:

Within assigned authority, the National Project Officer will assist in the implementation of the GLO.ACT project "Global action to prevent and address trafficking in persons and the smuggling of migrants". In particular the incumbent will be responsible for the following specific duties:

- Provide substantive and technical expertise for the implementation and assessment of the project, including the collection and compilation of relevant background data and information;
- Undertake associated desk research and assessment missions;
- Assist in coordinating project implementation, for example, by arranging assistance delivery and procurement in line with UN rules and regulations;
- Attend and contribute to technical consultations with participating countries, donors and other actors on measures against trafficking in persons and/or smuggling of migrants;
- Facilitate and provide training and other capacity-building assistance for criminal justice actors, including the development of related technical material.

- Undertake negotiations and consultations on anti-trafficking in persons and anti-smuggling issues, especially those concerning criminal justice, with relevant international bodies and organizations and NGOs, as required;
- Prepare technical presentations on the project at related regional/international criminal justice and/or other events, as required;
- Design and facilitate interregional, regional and national training activities targeted to criminal justice related to trafficking in persons and smuggling of migrants;
- Design, prepare and/or facilitate standardized training materials, as an ongoing task;
- Contribute to updating, by reviewing and revising, relevant UNODC training and capacity-building tools; promote their use and application by respective target groups; compile information on best practices in the response to trafficking in persons and smuggling of migrants;
- Coordinate with other intergovernmental organizations, relevant non-governmental organizations and institutions which are active in the provision of training on related issues at the regional or country level;
- Perform other duties as required.

WORK IMPLIES FREQUENT INTERACTION WITH THE FOLLOWING:

Works in close collaboration with the operations team, programme staff in other UN Agencies, UNODC HQs staff and Government officials, technical advisors and experts, donors and civil society ensuring successful UNODC programme implementation.

RESULTS EXPECTED:

Provides well-researched and sound analysis and advice on crime prevention and criminal justice related developments, in the specific areas of trafficking in persons and smuggling of migrants, with special focus on law enforcement and prosecution/criminal justice; delivers outputs in a timely manner; effectively implements and/or supports of programme activities; effectively disseminates best practices and methodologies. Organizes and participates in field missions. Delivers effective substantive and technical assistance in the organization and delivery of training for crime prevention and criminal justice administrators. Liaises effectively and in a timely manner and interacts with colleagues and concerned parties internally and externally.

COMPETENCIES:

Professionalism: Has in-depth knowledge and specialization in the field of human trafficking and/or migrant smuggling. Has knowledge of policies and practices in 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 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 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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

QUALIFICATIONS:

Education: Master's degree or equivalent in criminal law, criminology, international law and/or related social science, international relations, political science, law, or public administration. A first-level university degree in Law in combination with two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience: Up to two (2) years of relevant professional experience in crime prevention and criminal justice at national and international levels is required. Direct experience with relevant authorities in the criminal investigation and/or prosecution of transnational organized crime, on cases of trafficking in persons and/or smuggling of migrants, or other roles concerning the response to trafficking in persons and/or smuggling of migrants at gradually increasing levels of responsibility is required. Experience in international criminal justice matters as well as familiarity with project formulation, implementation and monitoring, and exposure to international development cooperation is highly desirable. Living/working experience in developing countries and proven cross-cultural and gender sensitivity are highly desirable.

Language: Fluency in Spanish and English (both oral and written) is required; Knowledge of another UN official language is an advantage.