

**Open-ended intergovernmental working group
on improving the governance and financial situation
of the United Nations Office on Drugs and Crime**

**United Nations Office on Drugs and Crime: detailed information on
posts and functions as at 1 December 2008**

**Non-paper prepared for the open-ended intergovernmental working group on
improving the governance and financial situation of UNODC**

10 December 2008

United Nations Office on Drugs and Crime: Information on posts funded from the regular budget and from the Fund of the United Nations International Drug Control Programme and United Nations Crime Prevention and Criminal Justice Fund (general-purpose funds, special purpose funds and programme support cost funds) as at 1 December 2008.

Component / Division / Section / Unit	Post level	Functional title	Source of funding	Substantive functions (professional posts)
Executive direction and management (Including the Independent Evaluation Unit)				
Office of the Executive Director				
	USG	Director General/Executive Director	RB Section 16	<p>The Executive Director is responsible for all the activities of the United Nations Office on Drugs and Crime, as well as its administration; represents the Secretary-General at meetings and conferences on international drug control and crime prevention; is responsible for coordinating and providing effective leadership for all United Nations drug control and crime prevention activities in order to ensure coherence of action within the Office as well as the coordination, complementarity and non-duplication of such activities across the United Nations system; and acts on behalf of the Secretary-General in fulfilling the responsibility that devolves upon him or her under the terms of international treaties and resolutions of United Nations organs relating to international drug control or crime prevention.</p> <p>The Director-General is responsible for all activities of the United Nations Office at Vienna and serves as the representative of the Secretary-General; performs representation and liaison functions with the host Government, permanent missions and intergovernmental and non-governmental organizations based in Vienna; provides executive direction and management to the programme on the peaceful uses of outer space; provides executive direction and management to the programmes of administration, conference services and other support and common services; is responsible for the management of the United Nations facilities in Vienna; and provides executive direction for the work of the United Nations Information Service in Vienna.</p>
	P-5	Chief	UNDCP GP	<p>Advises the DG/ED on policy, programme management and direction, and, in particular, participates in the conceptualization, formulation and promulgation of activities and major reform activities; recommends appropriate actions, reviews drafts and policy papers and directs the work of the office of the DG/ED.</p>
	P-5	Senior Legal Liaison Officer	RB Section 1	<p>Provides legal advice and assistance to all United Nations bodies at Vienna, including UNOV, UNODC, the Office for Outer Space Affairs and to other UN Conferences and bodies that meet in Vienna.</p>
	P-4	Liaison Officer	RB Section 1	<p>Provides protocol services and liaison assistance to the DG/ED. Carries out liaison functions with permanent missions and with host country authorities at the federal and municipal level. Serves as the central liaison officer for</p>

P-4	Communication Officer	UNDCP GP	relations with non-governmental organizations in consultative status with ECOSOC and carries out liaison functions. Speechwriting, article writing, and spokesperson function for the DG/ED Supports the Chief of the Office in providing executive assistance to the DG/ED, in particular by liaising with substantive units and external partners for the coordination of activities and to monitor the implementation of decisions. Also coordinates activities related to the management of the office's human and financial resources.
P-3	Programme Management Officer	RB Section 1	
P-3	Public Information Officer	CPCJ GP	Under the supervision of the Spokesperson/Speechwriter, promotes the work of the DG/ED and UNODC, (including major reports, global conferences, speeches and statements of the DG/ED) by alerting the press. Drafts press releases, media advisories and other materials and assists the Spokesperson as necessary.
P-2	Executive Assistant	UNDCP GP	Assists in the provision of substantive and strategic support to the DG/ED for the management and coordination of UNOV/UNODC activities; ensuring that the instructions and decisions on follow-up action emanating from meeting etc. of the DG/ED are implemented.
GS (PL)	Personal Assistant	RB Section 1	
GS (OL)	Senior Staff Assistant	RB Section 1	
GS (OL)	Representation and Protocol Assistant	RB Section 1	
GS (OL)	Liaison Assistant	RB Section 1	
GS (OL)	Staff Assistant	UNDCP GP	

	GS (OL)	Driver (Post assigned to General Support Section)	RB Section 1	
Independent Evaluation Unit	P-5	Chief	UNDCP GP	Responsible for the independent conduct of the evaluation work of the Organization, including: proposing evaluation policy and procedures and developing an evaluation programme of work. Advise senior management and Member States in order to facilitate for informed decision-making and policy formulation. Liaises with agencies of the UN system on evaluation matters and on their conduct of joint work. Manage the budgetary and human resources of the Unit.
	P-3	Evaluation Officer	CPCJ GP	Responsible for the preparation, planning, design, and implementation of the programme and thematic evaluations; ensure that up-to-date evaluation techniques and approaches are applied and evaluations meet high professional standards in line with Evaluation Policy and UN Evaluation Norms & Standards. The Evaluation Officer provides substantive guidance and technical support for promoting the use of evaluation results as an integral part of the policy-making and management process of UNODC.
	P-3	Specialist	UNDCP SP	Responsible for the preparation, planning, design, and implementation of the programme and thematic evaluations; ensure that up-to-date evaluation techniques and approaches are applied and evaluations meet high professional standards in line with Evaluation Policy and UN Evaluation Norms & Standards. The Evaluation Officer provides substantive guidance and technical support for promoting the use of evaluation results as an integral part of the policy-making and management process of UNODC.
	GS (OL)	Team Assistant	CPCJ GP	

Component / Division / Section / Unit	Post level	Functional title	Source of funding	Substantive functions (professional posts)
Subprogramme 1: Rule of law Division for Treaty Affairs Office of the Director				
	D-2	Director	RB Section 16	Director Division for Treaty Affairs. Manages and Leads the Division for Treaty Affairs of the United Nations Office on Drugs and Crime supporting the ratification and implementation of the international instruments against drugs, organized crime, corruption and terrorism as well as the application of the United Nations standards and norms in crime prevention and criminal justice.
	GS (OL)	Administrative Assistant	RB Section 16	

	GS (OL)	Staff Assistant	RB Section 16	
Treaty and Legal Assistance Branch	D-1	Chief	RB Section 16	Deputy Director of Division and Chief of Branch. Leads and provides guidance on all normative work and technical assistance provided by Branch on drugs and crime issues.
	GS (OL)	Administrative Assistant	RB Section 16	
Corruption and Economic Crime Section	P-5	Chief	RB Section 16	Section Chief. Secretary of the Conference of the States Parties to the UN Convention against Corruption. Leads and provides guidance to staff on all aspects of the work of the Section.
	L-5	Deputy Manager (Washington, D.C.)	CPCJ SP	Deputy Manager of the joint UNODC/World Bank Secretariat for the Stolen Asset Recovery Initiative (Washington, D.C.).
	L-5	Senior Expert (Washington, D.C.)	CPCJ SP	Providing specialized substantive and policy expertise on the highly complex issues related to asset recovery. (StAR Joint Secretariat)
	P-4	Programme Officer	RB Section 16	Supporting the Chief in the implementation of the mandates of the Section and overseeing and coordinating the preparation and implementation of the Section work programme and budget.
	L-4	Expert, Crime Prevention	CPCJ SP	Promoting the ratification and implementation of UNCAC, including through legal advisory services and tool development, specifically related to GLO/S96.
	P-3	Crime Prevention and Criminal Justice Officer	RB Section 16	Promoting the ratification and implementation of UNCAC, as well as specific work of the Section on fraud and economic crime, including through legal advisory services and tool development. Servicing of the sessions of the Conference of States Parties and other intergovernmental bodies.
	L-3	Expert, Crime Prevention	CPCJ SP	Promoting the ratification and implementation of UNCAC, including through legal advisory services and tool development. Supporting the sessions of the Conference of States Parties and its established working groups.
	L-3	Expert (Washington, D.C.)	CPCJ SP	Providing specialized substantive legal expertise in the field of asset recovery. (StAR Joint Secretariat – under recruitment).
	P-2	Associate Crime Prevention and Criminal Justice Officer	RB Section 16	Promoting the ratification and implementation of UNCAC, including through legal advisory services and tool development. Supporting and servicing of the sessions of the Conference of States Parties and its established working groups.
	L-2	Associate Crime Prevention and Criminal Justice Officer	CPCJ SP	Promoting the ratification and implementation of UNCAC, including through legal advisory services and tool development. Supporting and servicing of the sessions of the Conference of States Parties and its established working groups.
	GS (OL)	Programme Assistant	RB Section 16	
	GS (OL)	Programme Assistant	CPCJ SP	
Policy Support Section	P-5	Secretary of the Commission &	RB Section 16	Serve as Secretary to the CND and CCPCJ during and between sessions;

	Chief, PSS		provide substantive services to and for legislative bodies; provide substantive support to the Commissions and its subsidiary bodies; review and monitor notifications (as required by the 3 drug control conventions); manage the Section.
P-4	Secretariat Services Officer	RB Section 16	Support the CCPCJ; provide substantive support in the organization and servicing of its substantive sessions, intersessional meetings, extended bureau meetings, bureau meetings, expert groups, working groups; assist in the monitoring and implementation of the regular budget funded activities including IMIS and IMDIS.
P-4	Secretariat Services Officer	RB Section 16	Support the CND; provide substantive support in the organization and servicing of its substantive sessions, intersessional meetings, extended bureau meetings, bureau meetings, expert groups, working groups; establish and maintain a database and data on BRQs, on the action plans and UNGASS; backstopping the projects of the section.
P-3	Secretariat Services Officer	RB Section 16	Support the CND & CCPCJ; provide substantive support in the organization and servicing of expert groups, working groups; responsible for publication.
P-2	Secretariat Services Officer	RB Section 16	Conduct research and prepare parliamentary documents for the CND & CCPCJ; responsible for public information initiatives of the section; assist in the maintenance on performance monitoring.
GS (PL)	Meetings Services Assistant	RB Section 16	Provide administrative support in organizing the CND; service one subsidiary body; coordinate work on the section's publications; coordinate notifications from/to governments.
GS (OL)	Meetings Services Assistant	RB Section 16	Provide administrative support in organizing the CCPCJ; service one subsidiary body of the CND, coordinate work on the INCB elections.
GS (OL)	Meetings Services Assistant	RB Section 16	Provide administrative support in organizing the CND & CCPCJ; service one subsidiary body; coordinate work related to the ARQs.
GS (OL)	Programme Assistant	RB Section 16	Provide administrative support in organizing the CND & CCPCJ; maintain the database for competent national authorities; monitor allotments and expenditures.
GS (OL)	Assistant to the Secretary of the Commission	RB Section 16	Provide administrative support in organizing the CND & CCPCJ; service one subsidiary body; assist in management of the section.
Organized Crime and Criminal Justice Section			
P-5	Chief	RB Section 16	Oversees substantive work of OCS, manages human and financial resources of OCS, secretary to TOC conference of parties.
L-6	Senior Legal Adviser	RB Section 22 (General Temporary Assistance)	Legal assistance, training of criminal justice practitioners on international cooperation in criminal matters.
L-5	Senior Legal Adviser	RB Section 22 (General Temporary Assistance)	Legislative assistance, training of criminal justice practitioners to deal effectively with drugs, organized crime issues.
L-5	Senior Legal Adviser	UNDCP SP	Legislative assistance, training of criminal justice practitioners to deal effectively with drugs, organized crime issues.

P-4	Crime Prevention and Criminal Justice Officer	RB Section 16	Work on international cooperation in criminal matters: training activities mandated by COP, tools development; Servicing of international cooperation working group of the TOC COP; work on criminal justice/rule of law issues and related legal assistance.
P-4	Legal Officer	RB Section 16	Legal work on drug issues: advice to CND, UNGASS follow up, advice to INCB; work on standards and norms in particular violence against women; oversees legal work on Trafficking Protocol: model law, legislative advice. Servicing of human trafficking working group of the TOC COP.
P-4	Crime Prevention and Criminal Justice Officer	RB Section 16	Work on emerging forms of criminality: cyber crime, environmental crime, trafficking in cultural property. Servicing of technical assistance working group of the TOC COP.
P-3	Crime Prevention and Criminal Justice Officer	RB Section 16	Servicing of review mechanism working group of the TOC COP. Legal work on Migrants Protocol: model law, legislative advice; work on standards and norms.
P-3	Legal Officer	RB Section 16	Clearance of projects; legal advice to INCB; development of comprehensive software UNTOC/UNCAC.
P-3	Crime Prevention and Criminal Justice Officer	RB Section 16	Legal work on Firearms Protocol: model law, legislative advice; development of project activities on drugs and UNTOC-related legal assistance.
P-2	Associate Legal Officer	RB Section 16	Maintenance and development of UNODC legal tools: online legal library (drug control legislation), CNA directory, MLA request writer tool, and status of ratification.
P-2	Associate Drug Control and Crime Prevention Officer	RB Section 16	Publication of organized crime legislation for online legal library; administrative reporting requirements (IMDIS, budget); support model law development.
GS (OL)	Programme Assistant	RB Section 16	
GS (OL)	Legal Assistant	UNDCP SP	
GS (OL)	Team Assistant	UNDCP SP	

Secretariat of the International Narcotics Control Board
Office of the Secretary

D-1	Secretary of the Board	RB Section 16	Represent the Board, direct and manage the Secretariat of INCB.
P-3	Drug Control Officer	RB Section 16	Assist the President and the Secretary of the Board. Liaise and coordinate INCB related activities with Governments, UN entities and civil society. Speech writing, relations with media.

GS (PL)	Statistics Assistant	RB Section 16
GS (OL)	Senior Staff Assistant	RB Section 16

Convention Evaluation Section

P-4	Chief	RB Section 16	Organization and management of the Section (see functions below).
P-3	Drug Control Officer	RB Section 16	Evaluate and promote Governments' overall compliance with the provisions of the 1961 Single Convention, 1971 Convention and 1988 Convention. Support INCB functions under art. 14 of the 1961 Convention, art. 19 of the

	P-3	Drug Control Officer	RB Section 16	1971 Convention and/or art. 22 of the 1988 Convention. Relevant publications; implementation of INCB decisions, etc. Evaluate and promote Governments' overall compliance with the provisions of the 1961 Single Convention, 1971 Convention and 1988 Convention. Support INCB functions under art. 14 of the 1961 Convention, art. 19 of the 1971 Convention and/or art. 22 of the 1988 Convention. Relevant publications; implementation of INCB decisions, etc.
Narcotics Control and Estimates Section				
	P-5	Chief	RB Section 16	Deputy Secretary of the Board. Organization and management of the Section (see functions below).
	P-4	Drug Control and Crime Prevention Officer	RB Section 16	Monitor, assess and promote Governments' compliance with the provisions of the 1961 Single Convention relating to licit activities with narcotic drugs. Support INCB functions under the 1961 Single Convention (estimate system; statistical returns system). Relevant publications; implementation of INCB decisions, etc.
	P-3	Drug Control and Crime Prevention Officer	RB Section 16	Monitor, assess and promote Governments' compliance with the provisions of the 1961 Single Convention relating to licit activities with narcotic drugs. Support INCB functions under the 1961 Single Convention (estimate system; statistical returns system). Relevant publications; implementation of INCB decisions, etc.
	P-2	Associate Drug Control Officer	RB Section 16	Monitor, assess and promote Governments' compliance with the provisions of the 1961 Single Convention relating to licit activities with narcotic drugs. Support INCB functions under the 1961 Single Convention (estimate system; statistical returns system). Relevant publications; implementation of INCB decisions, etc.
	GS (OL)	Statistics Assistant	RB Section 16	
	GS (OL)	Statistics Assistant	RB Section 16	
	GS (OL)	Programme Assistant	RB Section 16	
	GS (OL)	Staff Assistant	RB Section 16	
Precursors Control Section				
	P-5	Chief	RB Section 16	Organization and management of the Section (see functions below).
	L-5	Senior Technical Advisor	UNDCP SP	Monitor, assess and promote Governments' implementation of and compliance with the provisions of art. 12 of the 1988 Convention. Implement Board policies and decisions regarding precursors control. Monitor and analyze developments and trends in the licit trade and illicit trafficking in precursor chemicals with a view to recommending appropriate action.
	P-3	Drug Control Officer	RB Section 16	Monitor, assess and promote Governments' implementation of and compliance with the provisions of art. 12 of the 1988 Convention. Implement Board policies and decisions regarding precursors control. Monitor and analyze developments and trends in the licit trade and illicit trafficking in precursor chemicals with a view to recommending appropriate action.
	P-3	Drug Control and Crime Prevention	RB Section 16	Monitor, assess and promote Governments' implementation of and

	Officer			compliance with the provisions of art. 12 of the 1988 Convention. Implement Board policies and decisions regarding precursors control. Monitor and analyze developments and trends in the licit trade and illicit trafficking in precursor chemicals with a view to recommending appropriate action.
L-3	Expert	UNDCP SP		Monitor, assess and promote Governments' implementation of and compliance with the provisions of art. 12 of the 1988 Convention. Implement Board policies and decisions regarding precursors control. Monitor and analyze developments and trends in the licit trade and illicit trafficking in precursor chemicals with a view to recommending appropriate action.
P-2	Associate Drug Control Officer	RB Section 16		Monitor, assess and promote Governments' implementation of and compliance with the provisions of art. 12 of the 1988 Convention. Implement Board policies and decisions regarding precursors control. Monitor and analyze developments and trends in the licit trade and illicit trafficking in precursor chemicals with a view to recommending appropriate action.
P-2	Associate Drug Control Officer	RB Section 16		Monitor, assess and promote Governments' implementation of and compliance with the provisions of art. 12 of the 1988 Convention. Implement Board policies and decisions regarding precursors control. Monitor and analyze developments and trends in the licit trade and illicit trafficking in precursor chemicals with a view to recommending appropriate action.
	GS (OL) Staff Assistant	RB Section 16		
	GS (OL) Statistics Assistant	UNDCP SP		
	GS (OL) Statistics Assistant	UNDCP SP		
	GS (OL) Statistics Assistant	UNDCP SP		
Psychotropics Control Section				
P-4	Chief	RB Section 16		Organization and management of the Section (see functions below).
P-3	Drug Control and Crime Prevention Officer	RB Section 16		Monitor, assess and promote Governments' compliance with the provisions of the 1971 Convention and relevant ECOSOC resolutions relating to licit activities with psychotropic substances. Support INCB functions under the 1971 Convention (assessments system; statistical returns system). Relevant publications; implementation of INCB decisions, etc.
P-3	Drug Control Officer	RB Section 16		Monitor, assess and promote Governments' compliance with the provisions of the 1971 Convention and relevant ECOSOC resolutions relating to licit activities with psychotropic substances. Support INCB functions under the 1971 Convention (assessments system; statistical returns system). Relevant publications; implementation of INCB decisions, etc.
P-2	Associate Drug Control Officer	RB Section 16		Monitor, assess and promote Governments' compliance with the provisions of the 1971 Convention and relevant ECOSOC resolutions relating to licit activities with psychotropic substances. Support INCB functions under the 1971 Convention (assessments system; statistical returns system). Relevant publications; implementation of INCB decisions, etc.
	GS (OL) Statistics Assistant	RB Section 16		
	GS (OL) Statistics Assistant	RB Section 16		

Terrorism Prevention Branch
Office of the Chief

D-1	Chief	RB Section 16	Plan, manage and direct effective implementation of UNODC's mandate in the legal and related aspects of terrorism prevention; contribute to the management of the Division of Treaty Affairs; and provide input for the executive direction of UNODC.
GS (OL)	Staff Assistant	CPCJ SP	
P-5	Chief	CPCJ SP	Plan, manage and supervise the work of the Section responsible for: providing policy inputs and documents for the substantive servicing of the intergovernmental bodies (especially the Crime Commission, the General Assembly and the Crime Congress) and for the UN system wide counter-terrorism initiatives, such as the Counter-Terrorism Implementation Task Force (CTITF); providing inputs for the Organization's programme planning and reporting processes; performing technical assistance management functions; performing substantive liaison with donor countries; coordinating partnerships, technical assistance tools and publications; and performing delegated functions for managing the financial and staff resources of the Branch.
P-4	Terrorism Prevention Officer	RB Section 16	Provide specialized expertise and lead the implementation of core secretariat functions required for: the substantive services for intergovernmental bodies (the Crime Commission, the General Assembly, the Crime Congresses); coordination with UN system entities and intergovernmental organizations; UNODC contributions for the CTITF.
L-4	Terrorism Prevention Expert	CPCJ SP	Provide specialized expertise and lead implementation of core secretariat functions required for: substantive programme coordination and liaison with governments of donor countries, especially regarding technical assistance planning and their financing; coordination of specialized technical assistance tools and substantive publications; development and coordination of implementation partnerships.
L-4	Terrorism Prevention Expert (New York Liaison Office)	CPCJ SP	Provide specialized expertise for and lead/carry out core secretariat functions required for the regular substantive liaison of TPB's programme activities and policy coordination with the New York-based intergovernmental bodies and entities, especially the Security Council's Counter-Terrorism Committee (CTC) and its Executive Directorate (CTED), and other Security Council Committees, such as the 1267 Committee and its Monitoring Team as well as the 1540 Committee and its Group of Experts.
L-3	Programme Officer	CPCJ SP	Provide specialized expertise and perform core secretariat functions required for: results-based programme planning, implementation monitoring and evaluations; programme performance reporting; overall backstopping of technical assistance initiatives; management of financial and staff resources.

	L-3	Terrorism Prevention Expert	CPCJ SP	Provide specialized expertise and support for implementing core secretariat functions required for: the substantive services for intergovernmental bodies (the Crime Commission, the General Assembly, the Crime Congresses); coordination with UN system entities and intergovernmental organizations; UNODC contributions for the CTITF
	L-2	Associate Terrorism Prevention Expert	CPCJ SP	Provide specialized expertise and support for implementation of core secretariat functions required for: substantive programme coordination and liaison with governments of donor countries, especially regarding technical assistance planning and their financing; coordination of specialized technical assistance tools and substantive publications; development and coordination of implementation partnerships.
Counter Terrorism Legal Services Section I	GS (OL)	Programme Assistant	RB Section 16	
	GS (OL)	Programme Assistant	CPCJ SP	
	P-5	Chief	CPCJ SP	Plan, manage and supervise the work of the Section responsible for: specialized legal counter-terrorism technical assistance to requesting countries in assigned regions (Asia-Pacific and Europe), particularly through national level direct assistance activities, sub-regional and regional initiatives and contributions to technical assistance activities of partner entities, both internal and external to the UN system; elaborating and delivering, in coordination with other UNODC entities, technical assistance initiatives in specific substantive areas, such as nuclear terrorism, international cooperation in criminal matters and other emerging issues; initiating and contributing to technical assistance tools and specialized publications; implementing technical assistance partnerships and contributing to substantive liaison with organizations.
	P-4	Terrorism Prevention Officer	RB Section 16	Provide specialized legal expertise and lead implementation of core secretariat functions required for planning and backstopping specialized legal services to countries in Pacific.
	L-4	Terrorism Prevention Expert	CPCJ SP	Provide specialized legal expertise and lead implementation of core secretariat functions required for planning and backstopping specialized legal services to countries in Asia.
	P-3	Terrorism Prevention Officer	RB Section 16	Provide specialized legal expertise and lead implementation of core secretariat functions required for planning and backstopping specialized legal services to countries in Europe and Central Asia.
	P-3	Terrorism Prevention Officer	RB Section 16	Provide specialized legal expertise and perform core secretariat functions for legal analysis and preparation of specialized tools and publications, especially in the substantive matters pertaining to nuclear terrorism.
	L-3	Terrorism Prevention Expert	CPCJ SP	Provide specialized legal expertise and perform core secretariat functions for legal analysis and preparation of specialized tools and publications, especially in the substantive matters pertaining to international cooperation in criminal

	L-4	Terrorism Prevention Regional Expert (Fiji)	CPCJ SP	matters relating to terrorism with a focus on Asia. Provide specialized expertise relating to legal analysis and backstopping and quality control of specialized legal services with a focus on the Pacific. This expert is located in Fiji.
	L-2	Associate Terrorism Prevention Expert	CPCJ SP	Provide specialized expertise and support for performing core secretariat functions relating to legal analysis and maintenance of specialized databases.
	L-2	Associate Terrorism Prevention Expert	CPCJ SP	Provide specialized expertise and support for performing core secretariat functions relating to legal analysis, backstopping and quality control of specialized legal services with a focus on Europe and Central Asia.
	L-2	Terrorism Prevention Regional Expert (Tashkent)	CPCJ SP	Provide specialized expertise and support for performing core secretariat functions relating to legal analysis, backstopping and quality control of specialized legal services with a focus on Central Asia. This expert will be located in the Regional Office for Central Asia in Tashkent, Uzbekistan.
Counter Terrorism Legal Services Section II	GS (OL)	Programme Assistant	CPCJ SP	
	GS (OL)	Programme Assistant	CPCJ SP	
	P-5	Chief	RB Section 16	Plan, manage, coordinate and supervise the work of the Section responsible for: specialized legal counter-terrorism technical assistance to requesting countries in assigned regions (Africa, Middle East and North Africa, and Latin America and the Caribbean), particularly through national level direct assistance activities, sub-regional and regional initiatives and contributions to technical assistance activities of partner entities, both internal and external to the UN system; elaborating and delivering, in coordination with other UNODC entities, technical assistance initiatives in specific substantive areas, such as countering the financing of terrorism and the rule of law; initiating and contributing to technical assistance tools and specialized publications; implementing technical assistance partnerships and contributing to substantive liaison with organizations.
	L-4	Terrorism Prevention Expert	CPCJ SP	Provide specialized legal expertise and lead implementation of core secretariat functions required for planning and backstopping specialized legal services to countries in West/Central Africa.
	L-4	Terrorism Prevention Expert	CPCJ SP	Provide specialized legal expertise and lead implementation of core secretariat functions required for planning and backstopping specialized legal services to countries in Eastern and Southern Africa.
	L-4	Terrorism Prevention Expert	CPCJ SP	Provide specialized legal expertise and lead implementation of core secretariat functions required for planning and backstopping specialized legal services to countries in the Middle East and North Africa.
	L-4	Terrorism Prevention Expert	CPCJ SP	Provide specialized legal expertise and lead implementation of core secretariat functions required for planning and backstopping specialized legal services to countries in Latin America and the Caribbean.

L-3	Terrorism Prevention Expert	CPCJ SP	Provide specialized legal expertise and perform core secretariat functions for legal analysis and preparation of specialized tools and publications, especially in the substantive matters pertaining to countering the financing of terrorism.
L-3	Terrorism Prevention Expert	CPCJ SP	Provide specialized legal expertise and perform core secretariat functions for legal analysis and preparation of specialized tools and publications, especially in the substantive matters pertaining to the rule of law.
L-3	Terrorism Prevention Expert (Dakar)	CPCJ SP	Provide specialized legal expertise and perform core secretariat functions for legal analysis and preparation of specialized tools and publications, especially in the substantive matters pertaining to international cooperation in criminal matters relating to terrorism with a focus on West/Central Africa.
L-3	Terrorism Prevention Expert (Nairobi)	CPCJ SP	Provide specialized legal expertise and perform core secretariat functions for legal analysis and preparation of specialized tools and publications, especially in the substantive matters to pertaining international cooperation in criminal matters relating to terrorism with a focus on Eastern Africa.
L-3	Terrorism Prevention Expert (Pretoria)	CPCJ SP	Provide specialized legal expertise and perform core secretariat functions for legal analysis and preparation of specialized tools and publications, especially in the substantive matters pertaining to international cooperation in criminal matters relating to terrorism with a focus on Southern Africa.
L-3	Terrorism Prevention Expert (Cairo)	CPCJ SP	Provide specialized legal expertise and perform core secretariat functions for legal analysis and preparation of specialized tools and publications, especially in the substantive matters pertaining to international cooperation in criminal matters relating to terrorism with a focus on Middle East/North Africa.
L-3	Terrorism Prevention Expert (Bogotá)	CPCJ SP	Provide specialized legal expertise and perform core secretariat functions for legal analysis and preparation of specialized tools and publications, especially in the substantive matters pertaining to international cooperation in criminal matters relating to terrorism with a focus on Latin America.
L-3	Terrorism Prevention Expert (Mexico City)	CPCJ SP	Provide specialized legal expertise and perform core secretariat functions for legal analysis and preparation of specialized tools and publications, especially in the substantive matters pertaining to international cooperation in criminal matters relating to terrorism with a focus on Central America and the Caribbean.
L-2	Associate Terrorism Prevention Expert	CPCJ SP	Provide specialized expertise and support for performing core secretariat functions required for planning and backstopping specialized legal services, with a focus on Africa.
L-2	Associate Terrorism Prevention Expert	CPCJ SP	Provide specialized expertise and support for performing core secretariat functions required for planning and backstopping specialized legal services with a focus on Middle East and Northern Africa.
L-2	Associate Terrorism Prevention Expert	CPCJ SP	Provide specialized expertise and support for performing core secretariat functions required for planning and backstopping specialized legal services with a focus on Latin America and the Caribbean.

NPO	National Project Officer (Dakar)	CPCJ SP	Provide support for performing core secretariat functions required for planning and backstopping specialized legal services to countries in West and Central Africa.
LL	Programme Assistant (Cairo)	CPCJ SP	
LL	Programme Assistant (Nairobi)	CPCJ SP	
LL	Programme Assistant (Pretoria)	CPCJ SP	
LL	Programme Assistant (Dakar)	CPCJ SP	
GS (OL)	Programme Assistant	RB Section 16	
GS (OL)	Programme Assistant	CPCJ SP	
GS (OL)	Programme Assistant	CPCJ SP	

Component / Division / Section / Unit	Post level	Functional title	Source of funding	Substantive functions (professional posts)
Subprogramme 2: Policy and trend analysis				
Division for Policy Analysis and Public Affairs				
Office of the Director				
	D-2	Director	RB Section 16	Oversees the management of activities undertaken by the Division and ensures that the objectives of the Division are met.
	P-4	Programme Officer	UNDCP GP	Assist the Director in the management of the Division.
	P-3	Inter-Agency Affairs Officer	UNDCP GP	Responsible for inter-agency coordination and partnership with agencies of the UN system.
	GS (OL)	Administrative Assistant	UNDCP GP	
	GS (OL)	Staff assistant	CPCJ GP	
Policy Analysis and Research Branch				
	D-1	Chief	UNDCP GP	Oversee the management of activities undertaken by the Policy Analysis and Research Branch and ensure its objectives are met.
	GS (OL)	Staff Assistant	RB Section 16	
Studies and Threat Analysis Section				
	P-5	Chief	RB Section 16	Responsible for managing the work programme, staff and resources of the section, and developing the Section's work plan.
	P-4	Programme Officer	UNDCP GP	Responsible for implementation and further development of UNODC global Trends Monitoring and Analysis Programme Support project (Trends MAP Support) and supervision of management support staff responsible for providing coordination and support to SASS and STAS staff. This includes management of programme development and administration, finance/budget, publications, Reference Collection and the web site.
	P-4	Research Officer	CPCJ GP	Undertake and lead mandated collaborative international studies and threat

	P-4	Research Officer	RB Section 16	assessments on the linkages between crime and sustainable development, human security and governance. Responsible for qualitative analysis of illicit drug trends and the evolution of the global drug problem and the preparation of analytical reports on the topic, including the World Drug Report.
	L-4	Expert	UNDCP SP	Responsible for the development and implementation of analysis activities on the Afghan opiate trade in the framework of the drugs and crime trends monitoring and analysis programme.
	L-3	Expert	UNDCP SP	Responsible for monitoring the drugs and crime situation in, and preparing analytical assessments/studies on the Afghan opiate trade.
	L-3	Expert	CPCJ SP	Provide substantive research assistance in the area of trafficking in persons including data gathering, analysis, reporting and providing expertise for planning and implementing activities.
	L-2	Associate Expert	UNDCP SP	Responsible for the publication of research reports and material produced in the framework of the Trends Monitoring and Analysis Programme.
	GS (OL)	Research Assistant	RB Section 16	
	GS (OL)	Team Assistant	UNDCP GP	
	GS (OL)	Team Assistant	UNDCP GP	
	GS (OL)	Public Information Assistant	CPCJ GP	
	GS (OL)	Programme Assistant	UNDCP GP	
	GS (OL)	Public Information Assistant	UNDCP GP	
Statistics and Survey Section	P-5	Chief	UNDCP SP	Lead the work on the development and maintenance of UNODC's central drugs and crime statistical databases and data warehouse, the development of indicators, statistical standards and reporting on drugs and crime, the compilation and processing of statistics reported by governments, the preparation of sets of data and estimates for the World Drug Report and reports to governments on drugs and crime trends.
	P-4	Information Systems Officer	UNDCP GP	Responsible for the development and management of data and information systems on drugs and crime trends and supervision of the staff of the Data Processing and Information Management group.
	P-4	Research Officer	RB Section 16	Responsible with quantitative research and analysis of drugs data, and the development of indicators, data sets and estimates used in the publications, including the World Drug Report.
	P-4	Research Officer	RB Section 16	Responsible for leading development work on crime statistics.
	L-4	Expert	CPCJ SP	Responsible for crime indicators and trend analysis in the Statistics and Survey Section by providing substantive research expertise for the development of indicators, data collection, analysis and reporting in the area of corruption.
	P-3	Programme Officer	RB Section 16	Management of the Illicit Crop Monitoring Programme.
	P-3	Research Officer	RB Section 16	Supports the development and implementation of international crime trend monitoring activities, including data gathering, analysis and reporting.

	P-3	Statistician	RB Section 16	Responsible for the development and management of data and information systems on drugs and crime trends; provision of statistical expertise for the operation of UNODC data collection and reporting activities.
	L-3	Expert	UNDCP SP	Responsible for provision of technical expertise to the Illicit Crop Monitoring Programme (ICMP) in the areas of Remote Sensing (RS) and Geographic Information Systems (GIS).
	L-3	Expert	UNDCP SP	Provide substantive research assistance on statistics and trends analysis on global drugs markets and be involved in establishment of statistics and estimates, analysis of drug trends and drafting of substantive written contributions to global drug assessment reports.
	L-3	Statistician	UNDCP SP	Development of statistics, data sources and indicators and responsible for making substantive contributions to the World Drug Report, including the establishment and analysis of UNODC estimates.
	P-2	Associate Statistician	RB Section 16	Assist with compilation, processing, analysis and dissemination of international data series on global illicit drug estimates and related statistics.
	GS (PL)	Research Assistant	RB Section 16	
	GS (OL)	Statistics Assistant	UNDCP GP	
	GS (OL)	Computer Information Systems Assistant	UNDCP GP	
	GS (OL)	Research Assistant	UNDCP GP	
Laboratory and Scientific Section	P-5	Chief	RB Section 16	Responsible for managing the human and financial resources of the Section, and for planning and directing the work of UNODC's core programme "Forensic and Scientific Services" with respect to (i) improving national forensic capabilities, (ii) promoting the integration of forensic laboratories and scientific support into national and regional crime and drug control frameworks, and (iii) mainstreaming forensic/scientific best practices and data into international drug and crime policy frameworks and market analyses.
	P-4	Scientific Affairs Officer	RB Section 16	Responsible for the continued implementation of relevant mandates under the international treaties and conventions of relevance to UNODC, including standard setting, the development of manuals and guidelines, and related research and development work.
	L-4	Expert	UNDCP SP	Responsible for the coordination, management and scale-up of the Global SMART (<u>S</u> ynthetics <u>M</u> onitoring: <u>A</u> nalyses, <u>R</u> eporting and <u>T</u> rends) Programme
	P-3	Scientific Affairs Officer	RB Section 16	Responsible for the development, implementation and coordination of UNODC's laboratory quality assurance support, including the biannual round robin test known as International Collaborative Exercises (ICE).
	P-3	Expert	UNDCP GP	Maintain technical support programme to strengthen forensic laboratories, including training and implementation of best practices. Develop technical guidelines and manuals and be responsible for LSS knowledge management

	GS (OL)	Laboratory Technician	UNDCP GP	
	GS (OL)	Research Assistant	UNDCP GP	
	GS (OL)	Programme Assistant	RB Section 16	
	GS (OL)	Programme Assistant	RB Section 16	
	GS (OL)	Team Assistant	UNDCP GP	
Strategic Planning Unit				
	P-5	Chief	RB Section 16	Responsible for developing, managing and coordinating the strategic planning function of UNODC. In particular, the Chief is in charge of providing strategic direction in-house through the development and implementation of the UNODC Strategy; s/he also represents UNODC as regards strategic issues to HLCP and communicates UNODC's strategic viewpoints to external stakeholders, thereby ensuring greater policy coherence.
	P-4	Programme Management Officer	UNDCP GP	Guide and prepare inputs for instituting a Results Based Management System (RBM) at UNODC. Develop processes and tools to enhance UNODC's capacity to monitor and report on its investments, aligning project level results with macro level results as contained in the UNODC Strategy.
	L-3	Project Coordinator	UNDCP SP	Responsible for implementation of project "Change Management" as well as facilitating the roll out of Results Based Management in UNODC by providing technical backstopping to planning processes at various levels.
	GS (OL)	Programme Assistant	UNDCP GP	
	GS (OL)	Team Assistant	UNDCP GP	
Co-financing and Partnership Section (incl. Brussel Liaison Office)				
	P-5	Chief	RB Section 16	Responsible for the overall budget and team management of the Section, including: the planning, implementation and monitoring of resource mobilization policy, strategy and related fund management & programming activities; the management and direction of donor relations; the development of new partnerships with public and private agencies (UN agencies, international financial institutions, private sector, foundations, civil society). He/she has key responsibility for the central coordination of UNODC's resource mobilization policies and activities with the aim to solidify the support from existing donors and to broaden its resource base. The incumbent has a key role in the external representation of the Office and participates in meetings with donors and senior government officials, including in donor capitals and in meetings of other organizations in the UN system.
	P-4	External Relations Officer	UNDCP GP	Partnership development, fundraising and management of UNODC relations with (portfolio of) major donors. Coordinate fund management and programming (support to DO/FOs, DTA, FRMS). Management support to strategic executive functions (PPC, ProFi enhancements, PCM/RBM).
	P-4	External Relations Officer	CPCJ GP	Partnership development, fundraising and management of UNODC relations with (portfolio of) major donors, the European Commission, UNFIP and UN Democracy Fund. Coordinate fund management and programming (support

	P-3	Liaison Officer	UNDCP GP	to DO/FOs, DTA and FRMS). Coordinate public affairs and outreach initiatives to raise funds from and develop partnerships with corporate private sector and foundations.
	P-3	Expert	CPCJ GP	Represent UNODC interests and promote strategic and operational partnerships with the European Institutions, particularly the European Commission, European Parliament and EIB. Policy and operational guidance to UNODC Field Offices in local fundraising activities (calls for proposals/joint programming). Develop joint ventures with the EC in areas related to the UNODC mandates.
	GS (OL)	Administrative Assistant	UNDCP GP	
	GS (OL)	Programme Assistant	UNDCP GP	
Advocacy Section	P-5	Chief	RB Section 16	Partnership development, fundraising and management of UNODC relations with (portfolio of) major donors and certain international financial institutions. Coordinate fund management and programming (support to DO/FOs, DTA and FRMS). Key responsibility for coordinating all major donor meetings and briefings.
	P-4	Civil Affairs Officer	UNDCP GP	Responsible for the planning, management and coordination of the Advocacy Section's communications and public relations activities. The individual works to raise global awareness on drug and crime-related issues. This includes the preparation of an overall UNODC communications plan, as well as individual strategies for campaigns and events. The incumbent manages the production and distribution of television and radio public service announcements, the design and production of UNODC promotional materials, and the ongoing development and enhancement of the organization's websites.
	P-3	Public Information Officer	RB Section 16	Responsible for UNODC's growing outreach and engagement with NGOs and civil society organizations.
	L-3	Expert	UNDCP SP	Assists in the day-to-day management of the Section, including providing policy advice and preparing budget submissions; leads in the development and implementation of international awareness raising campaigns; and manages the UNODC quarterly magazine.
	P-2	Associate Public Information Officer	RB Section 16	Management of UNODC's new media strategy and public website.
	L-2	Associate Expert	UNDCP SP	Manages the home page of the UNODC website, including writing and editing stories; leads in the drafting and production of the UNODC Annual Report; prepares public information materials to raise the profile of the organization and understanding about its activities.
	GS (OL)	Public Information Assistant	RB Section 16	Responsible for audio-visual production.
	GS (OL)	Public Information Assistant	UNDCP GP	
	GS (OL)	Graphic and Publication Assistant	UNDCP GP	
	GS (OL)	Team Assistant	UNDCP GP	

New York Liaison Office

P-5	Representative	RB Section 1	Represent UNODC 's interests at United Nations Headquarters in New York and in North America; decide on how to best promote UNODC's interests vis à vis other UN entities; help achieve UNODC objectives, in coordination with other UN entities, on measures for coordinating and harmonizing UNODC programmes with those of other entities based in New York and North America.
GS (OL) P-3	Programme Assistant Programme Management Officer	RB Section 1 UNDCP GP	Represent UNODC at interagency and other meetings. Attend and report on meetings. Make interventions on behalf of UNODC. Analyze and report on meetings to UNODC HQ and Field Offices. Pursue appropriate follow up activities. Prepare and deliver presentations on UNODC activities. Compile reports and briefing notes. Provide liaison services to UNODC Headquarters and field offices, UN System in New York, US governmental institutions, NGOs, the US-based media and others. Develop, plan and arrange implementation of awareness raising campaigns. Organize and facilitate visit programs of the Executive Director to the US and high-level meetings.
GS (OL)	Research Assistant	CPCJ GP	

Component / Division / Section / Unit	Post level	Functional title	Source of funding	Substantive functions (professional posts)
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Subprogramme 3: Prevention, treatment and reintegration, and alternative development
Division for Operations
Headquarters

Office of the Director	D-2	Director	UNDCP GP	Management of DO, member of Senior Management team of UNODC. Provides leadership, policy advice and strategic direction to DO including the field offices
	D-1	Deputy Director	RB Section 16	Supports the Director in all managerial functions and acts as Officer-in-Charge of the Division in the absence of the Director. The Deputy Director supervises the work of the four Sections and all the field offices.
Monitoring and Support Unit	GS (OL)	Programme Assistant	UNDCP PSC	
	GS (OL)	Staff Assistant	RB Section 16	
	P-4	Programme Management Officer	RB Section 16	Manages the Monitoring and Support Unit and is responsible for ensuring that appropriate systems are in place to facilitate the monitoring and support functions of the Unit. The Programme Management Officer maintains the overview of status of administrative functions and programme

implementation, support DO corporate functions and provides consolidated information to management. The incumbent also ensures coordination at divisional level of regular exercises such as budget preparation, performance reporting, responses to audits and oversight reports etc.

The incumbent provides quality control in clearance procedure of all projects. Provides advice to FOs and HQ staff on operational matters and conformity to UNODC standard format, rules and guidelines. Tracks and monitors implementation of oversight recommendations.

P-3	Drug Control and Crime Prevention Officer	UNDCP PSC	
GS (PL)	Administrative Assistant	UNDCP GP	
GS (OL)	Team Assistant	UNDCP GP	
GS (OL)	Programme Assistant	CPCJ PSC	
GS (OL)	Programme Assistant	RB Section 16	
Integrated Programming Unit			
P-5	Chief	UNDCP PSC	Manages newly established Unit, providing leadership and strategic direction and assuring inter-divisional cooperation and support for joint programmes. Leads assessments of country and regional needs in terms of UNODC mandates and the building of integrated assistance programmes
P-4	Programme Officer	RB Section 16	The Programme Officer post supports the Unit's work in three main areas: (i) ensuring an interdivisional and coherent UNODC approach in response to requests for assistance from Member States; (ii) promoting strategic partnerships across the UN system to ensure UNODC's comparative expertise is leveraged in joint programming initiatives; and, (iii) developing integrated programming tools for practical application that highlight UNODC substantive themes, in line with its mandates.
P-4	Programme Officer	CPCJ PSC	The Programme Officer post supports the Unit's main areas of work by planning, coordinating and providing substantive input to the development, implementation and monitoring of UNODC cross-sectoral strategies, programmes and technical cooperation activities. The Programme Officer coordinates and leads geographic and thematic UNODC inter-divisional task forces to ensure a coherent in-house programmatic approach, including the development of regional programmes. The Programme Officer organizes, coordinates and/or prepares a variety of outputs, such as working papers, analyses, briefings, presentations, policy proposals/documents, summary reports, tool kits, guides, and correspondence with governments. Assesses country and regional needs in terms of UNODC mandates and builds integrated assistance programmes
P-4	Programme Officer	UNDCP PSC	The Programme Officer coordinates, leads and/or participates in large, complex programming, needs assessments and other technical missions, to evaluate and develop programmes with cooperating governments, international funding institutions (IFIs), UN agencies and non-governmental

and civil society organizations (NGOs/CSOs). The Programme Officer also contributes to fund-raising in relation to crime and drugs related programmes by preparing the materials and participating in major donor meetings and fund-raising missions.

Assesses country and regional needs in terms of UNODC mandates and builds integrated assistance programmes.

The incumbent is responsible for providing policy guidance in-house and externally on conceptual strategy development for strengthening the rule of law, with particular focus on subject matters covered by the Section. The Chief is also responsible for the management of the Section and planning and overseeing the activities undertaken by it, ensuring that substantive work programmes and programmed activities are carried out in a timely fashion and coordinated within the Section as well as with other parts of UNODC, and in liaison with other organizations of the United Nations system, donors and agencies as appropriate. The incumbent is also UNODC's representative on the UN system-wide Rule of Law Coordination and Resource Group.

The incumbent is responsible for promoting the work of UNODC against Human Trafficking and Migrant Smuggling within the overall framework of the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children and the Protocol against the Smuggling of Migrants by Land, Sea and Air, both supplementing the United Nations Convention against Transnational Organized Crime. He/she develops and implements strategies for the Unit, including by identifying areas of potential intervention by AHTMSU/UNODC as well as for inter-agency cooperation and collaboration with other multilateral institutions and civil society.

The incumbent will be responsible for creating and sustaining the programme to cover the mandate of smuggling of migrants, implementing the UN Protocol against Smuggling of Migrants by Land, Sea and Air. The incumbent is responsible for the development of a strategic approach to assist Member States to combat smuggling of migrants; planning, development and monitoring of global/country and/or regional initiatives to combat smuggling in line with the Smuggling Protocol; provision of technical advice concerning the development of projects towards implementation of the Protocol; collection and analysis of information and data on different aspects of smuggling of migrants and good practices to tackle it; production of necessary implementation guides and training material.

GS (OL) Programme Assistant RB Section 16

Governance, Human Security and Rule of Law Section

P-5 Chief RB Section 16

GS (OL) Staff Assistant CPCJ GP
 Anti Human Trafficking and Migrant Smuggling Unit
 P-4 Programme Management Officer RB Section 16

P-4 Drug Control and Crime
 Prevention Officer RB Section 16

	L-3	Expert, Crime Prevention	CPCJ SP	The incumbent is responsible to provide specialized substantive expertise, particularly on law enforcement and prosecution aspects, for elaborating and implementing technical cooperation activities and projects in the area of trafficking in persons and the smuggling of migrants, within the framework of the Global Programme against Trafficking in Human Beings (GPAT). The incumbent develops and implements technical assistance projects, provides training in law enforcement and prosecution and contributes to the implementation, substantive refinement and assessment of the Global Programme.
	L-3	Expert, Crime Prevention	CPCJ SP	The incumbent develops joint programmes and is responsible for fund-raising from traditional donors to joint programmes, delivery of training courses, backstopping of ongoing projects in the Balkans, Caucasus, Eastern Europe & Black Sea
	L-3	Expert	CPCJ SP	The incumbent provides specialized substantive expertise, particularly on training material development on criminal justice aspects in the area of trafficking in persons, within the framework of the Global Programme against Trafficking in Human Beings. She/he will implement the global technical assistance project on the Creation of Advanced Anti-Human Trafficking Training Manual on Protection of Victims, Investigation and Prosecution of Traffickers and contribute to the implementation, substantive refinement and assessment of the Global Programme.
	L-2	Associate Expert	CPCJ SP	The incumbent supports the planning, implementation and management of technical assistance activities and projects in the area of trafficking in human beings and smuggling of migrants, undertaken within the framework of UNODC's Global Programme against Trafficking in Human Beings and the Africa Programme of Action.
	L-2	Associate Expert	CPCJ SP	The incumbent supports the planning, implementation and management of technical assistance activities and projects in the area of trafficking in human beings and smuggling of migrants, undertaken within the framework of UNODC's Global Programme against Trafficking in Human Beings
Justice and Integrity Unit	GS (OL)	Programme Assistant	CPCJ PSC	
	P-4	Drug Control and Crime Prevention Officer	RB Section 16	The incumbent is responsible for planning, developing, coordinating, monitoring, managing and following up the activities and programmes in the area of access to justice and penal reform with a particular focus on justice for children, gender in the criminal justice system, alternatives to imprisonment, restorative justice and victims. The incumbent also supports the programming of technical assistance in the areas of crime prevention, good governance and integrity. The incumbent also drafts substantive reports to intergovernmental bodies, such as the Commission on Crime Prevention and Criminal Justice, Crime Congress, ECOSOC and the General Assembly.

P-4	Drug Control and Crime Prevention Officer	RB Section 16	<p>The incumbent is responsible for planning and overseeing the management of activities undertaken by the Unit; and ensuring that substantive work programmes and programmed activities are carried out in a timely fashion, coordinated within the Section as well as with other parts of UNODC, and in liaison with other organizations of the United Nations system, donors and agencies as appropriate. The Team Leader is also responsible for providing policy guidance in-house and externally on conceptual strategy development for strengthening the rule of law with particular focus on crime prevention, governance and anti-corruption, integrity of justice institutions and access to justice and penal reform. The incumbent is further the main officer responsible for the provision of advice both internally and externally within the context of governance and anti-corruption; for the drafting of substantive documentation corruption and integrity; and for the provision of technical advice for the development of country and/or regional programmes to strengthen governance and fight corruption</p>
P-4	Crime Prevention and Criminal Justice Officer	RB Section 16	<p>The incumbent is responsible for the provision of advice both internally and externally on matters relating to crime prevention, with a particular focus on urban security, national strategies and action plans, youth crime prevention and gangs; monitoring, reviewing and dissemination of good practices, methodologies and programmes relating to crime prevention; development of operational tools; the provision of technical advice for the development of projects in this area; and servicing intergovernmental bodies addressing crime prevention.</p>
L-4	Criminal Justice Reform Expert	CPCJ SP	<p>The incumbent is responsible for the provision of technical advice both internally and externally on matters relating to criminal justice reform, with a particular focus on penal reform strategies and action plans; undertaking of assessments, reviewing and dissemination of good practices, methodologies and programmes relating criminal justice reform; development of operational tools; the provision of technical advice for the development of projects in this area; and servicing intergovernmental bodies addressing criminal justice reform. The incumbent works to support UNODC's criminal justice programme in Afghanistan half of her time, in cooperation with West and Central Asia Region.</p>
L-4	Expert	CPCJ SP	<p>The incumbent is responsible for providing leadership in directing technical inputs for the design and development of projects and programmes, as well as providing technical guidance and expertise to regional and national counterparts, field offices and project staff in the area of governance, anti-corruption and criminal justice reform related issues. The incumbent is also responsible for developing policy and technical guidelines, toolkits, handbooks and other publications in the area of governance, anti-corruption and criminal justice reform. Moreover the incumbent also follows-up on the decisions of UN bodies/events such as the Commission for Crime Prevention</p>

and Criminal Justice, the UN Congress on Crime Prevention and Criminal Justice, the Conference of Parties to the UN Convention against Corruption.

The incumbent is responsible for supporting the development of tools and technical assistance in the areas of crime prevention and criminal justice through the provision of advice both internally and externally; the monitoring, reviewing and dissemination of best practices, methodologies and programmes in the area of criminal justice reform; and the provision of technical advice for the development of projects in this area.

The incumbent is responsible for supporting programme development in the area of crime prevention and related criminal justice issues, contributing to the development of specialized tools on crime prevention, the monitoring, reviewing and dissemination of best practices, methodologies and programmes; and supporting inter-agency collaboration and programme development in this area.

The incumbent is responsible for supporting the UNODC field offices in the development and implementation of national and regional projects and provide technical expertise and advisory services in the area of governance, anti-corruption, crime prevention and criminal justice related issues. The incumbent is the manager of the UNODC Anti-Corruption Mentor Programme; and is also responsible for supporting the development and promotion of standards, policies and practical tools related to governance, anti-corruption, crime prevention and criminal justice reform.

P-3 Drug Control and Crime Prevention Officer RB Section 16

P-3 Drug Control and Crime Prevention Officer UNDCP GP

L-3 Expert, Crime Prevention CPCJ SP

GS (OL) Computer Information Systems Assistant CPCJ SP

GS (OL) Team Assistant CPCJ GP

Law Enforcement, Organized Crime and Anti-Money Laundering Unit

P-5 Chief UNDCP GP

L-5 Senior Programme Coordinator UNDCP SP

L-5 Senior Programme Coordinator CPCJ SP

P-4 Expert Adviser RB Section 16

Manages Unit covering law enforcement, organized crime and anti-money laundering, providing leadership and strategic direction. Responsible for preparation of reports in these thematic areas for CND and CCPCJ

The incumbent is responsible for managing the project providing technical assistance to Member States to combat illicit drug trafficking and cross-border organized crime through the illicit use of sea containers.

The incumbent is responsible for managing the project providing technical assistance to Member States to implement the operative articles of the Transnational Organized Crime Convention.

The incumbent is responsible for promoting the Global Programme Against Money Laundering within the overall policy framework of the UN conventions on drugs and crime. The incumbent is also responsible for the supervision, management and development of the staff, work, resources and outputs of the expert advisors engaged under the Global Programme against Money Laundering.

P-4	Programme Officer	RB Section 16	The incumbent is responsible for the normative outputs relating to drug control, which include substantive technical input and support to the subsidiary bodies of the Commission on Narcotic Drugs - Heads of National Drug Law Enforcement Agencies (HONLEA) and the Sub-commission; collection, collation and analysis of Annual Reports Questionnaire Part III supplied by Member States to UNODC; substantive normative and technical support to meetings of the Commission on Crime Prevention and Criminal Justice; the promotion of the technical implementation of the UN conventions on drugs and crime; the provision of technical advice to Member States and the UNODC assistance programme on law enforcement capacity-building; and technical contributions to project conception and development, review and evaluation of programme outputs.
L-4	Advisor	CPCJ SP	The incumbent is responsible for managing the project providing technical assistance to Member States to implement Witness Protection programmes in support of both articles of the 1988 Drug Convention & the Transnational Organized Crime Convention.
L-4	Anti-Money Laundering Advisor / Law Enforcement	UNDCP SP	The incumbent is responsible for delivering technical assistance to Member States that support the outputs of the Global Programme Against Money Laundering within the overall policy framework of the UN conventions on drugs and crime.
L-4	Anti-Money Laundering Advisor / Law Enforcement	UNDCP SP	The incumbent is responsible for delivering technical assistance to Member States that support the outputs of the Global Programme Against Money Laundering within the overall policy framework of the UN conventions on drugs and crime.
P-3	Drug Control and Crime Prevention Officer	RB Section 16	The incumbent is responsible for the promotion of the technical implementation of the UN conventions on drugs and crime; the provision of technical advice to Member States and the UNODC assistance programme on law enforcement capacity-building to combat organized crime; technical contributions to project conception and development, review and evaluation of programme outputs; the development and analysis of organized crime data that add substantively to the input and servicing of the Commission on Narcotic Drugs and the Commission on Crime Prevention and Criminal Justice.
L-3	Expert	UNDCP SP	The incumbent is responsible for supporting the technical outputs of the Global Programme Against Money Laundering within the overall policy framework of the UN conventions on drugs and crime.
P-2	Associate Statistician	RB Section 16	The incumbent carries out normative functions for the Commission on Narcotic Drugs and its subsidiary bodies – Heads of National Drug Law Enforcement Agencies (HONLEA) as well as the Commission on Crime Prevention and Criminal Justice; the collection, collation and analysis of Annual Reports Questionnaire Part III supplied by Member States to UNODC; the preparation of technical and trend reports on illicit drug supply for the Commission on Narcotic Drugs and its subsidiary bodies; responding to

Member States on trends arising from significant seizure data.
The incumbent is responsible for supporting the implementation of the assistance project providing technical assistance to Member States to combat illicit drug trafficking and cross-border organized crime through the illicit use of sea containers.

L-2	Expert	UNDCP SP
GS (OL)	Programme Assistant	RB Section 16
GS (OL)	Programme Assistant	UNDCP SP
GS (OL)	Programme Assistant	UNDCP SP

Health and Human Development Section

P-5	Chief	UNDCP GP
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Manages Section covering drug abuse prevention, treatment and rehabilitation, HIV/AIDS and sustainable livelihoods/alternative development, providing leadership and strategic direction. Responsible for preparation of reports in these thematic areas for CND.

GS (OL)	Programme Assistant	RB Section 16
GS (OL)	Team Assistant	UNDCP GP

Prevention, Treatment and Rehabilitation Unit

P-4	Programme Management Officer	RB Section 16
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The incumbent is responsible for providing substantive and administrative oversight and guidance to PTRU, planning and supervising the activities undertaken by the Unit, including monitoring of UNODC global drug demand reduction programmes. The Programme Management Officer provides substantive inputs covering the area assigned to PTRU, including by identifying areas of potential interventions by UNODC as well as for inter-agency cooperation and collaboration with other institutions and civil society. The Programme Management Officer provides substantive input for the preparation of position papers and reports for presentation to intergovernmental bodies such as CND, ECOSOC and the GA. The 1998 UNGASS Declaration on the Guiding Principles of Drug Demand Reduction and the related Action Plan serve as the guiding document for this post.

L-4	Expert Adviser	UNDCP SP
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The incumbent is responsible for providing substantive guidance and oversight on work related to drug dependence treatment and rehabilitation. The expert adviser provides substantive inputs covering drug dependence treatment and rehabilitation, including by identifying areas of potential interventions by UNODC as well as for inter-agency cooperation and collaboration with other institutions and civil society. The expert adviser provides substantive input for the preparation of position papers and reports for presentation to intergovernmental bodies such as CND, ECOSOC and the GA. The incumbent is also responsible for providing guidance to UNODC colleagues and Member States by identifying effective methodologies and programmes for drug dependence treatment and rehabilitation in different economic and cultural contexts and making them known to Member States, international organizations and experts.

P-3	Programme Officer	RB Section 16	The incumbent is responsible for the review and preparation of documentation related to drug abuse reduction activities with particular attention to drug abuse prevention among youth. The incumbent is also responsible for providing guidance by identifying effective methodologies and programmes for drug abuse prevention, with particular attention to the issue of youth and drug abuse, in different economic and cultural contexts and making them known to Member States, international organizations and experts; assisting in developing pilot projects aiming at testing and validating innovative approaches to preventing drug abuse; evaluating results and summarizing experiences from the pilot projects and developing effective “best practice” methodologies.
L-3	Expert	UNDCP SP	The incumbent is responsible for the review and preparation of documentation related to drug dependence treatment and rehabilitation. The incumbent is also responsible for providing guidance by identifying effective methodologies and programmes for drug dependence treatment and rehabilitation in different economic and cultural contexts and making them known to Member States, international organizations and experts; assisting in developing pilot projects aiming at testing and validating innovative approaches to treating drug dependence; evaluating results and summarizing experiences from the pilot projects and developing effective “best practice” methodologies, in particular with reference to Africa and Latin America.
L-3	Expert	UNDCP SP	The incumbent is responsible for the review and preparation of documentation related to drug dependence treatment and rehabilitation. The incumbent is also responsible for providing guidance by identifying effective methodologies and programmes for drug dependence treatment and rehabilitation in different economic and cultural contexts and making them known to Member States, international organizations and experts; assisting in developing pilot projects aiming at testing and validating innovative approaches to treating drug dependence; evaluating results and summarizing experiences from the pilot projects and developing effective “best practice” methodologies, in particular with reference to Eastern Europe and Asia
L-2	Expert	UNDP SP	Prevention of drug use and dependence. Identification, development and dissemination of evidence-based prevention methods and the provision of technical advice on the prevention of drug use and dependence.
GS (OL)	Public Information Assistant	UNDCP SP	
GS (OL)	Programme Assistant	UNDCP SP	

HIV/AIDS Unit

L-6	Senior Coordinator	UNDCP SP	The incumbent is the Global Coordinator for UNODC on HIV and AIDS for the UNAIDS family. The incumbent is responsible for development and implementation of UNODC strategy on HIV as it relates to drug use, prisons and trafficking in human beings. The incumbent is responsible for the management of the UNODC HIV/AIDS Unit and provides technical guidance to all UNODC field staff dedicated to HIV.
L-5	Regional Adviser	UNDCP SP	The HIV/AIDS Regional Advisor on prisons is responsible for providing on-going technical guidance and policy advice to the governments of the Latin America region on the three UNODC HIV/AIDS key policy and programmatic areas, namely HIV/AIDS prevention and care related to prison settings. The incumbent also facilitates collaboration and coordination activities with UNAIDS, its co-sponsors and other key players and assist the UNODC regional/country offices in strengthening national capacities to develop and implement strategies that deal effectively with HIV/AIDS prevention and care in those key areas.
L-4	Expert	UNDCP SP	The incumbent is responsible for providing on-going technical support and policy advice to the UNODC HIV programme, field offices, governments and civil society organizations in the field of HIV/AIDS monitoring and evaluation as well as prevention and care among most at risk populations (MARP) covered by the mandate of the organization. The incumbent is also responsible for facilitating collaboration between the UNAIDS Secretariat, UNAIDS Co-sponsors and UNODC as related to HIV/AIDS prevention and care among most at risk population, and monitoring and evaluation.
L-4	Expert	UNDCP SP	The incumbent is responsible for providing on-going technical support and policy advice to the UNODC HIV programme, field offices, governments and civil society organizations in the field of HIV/AIDS prevention, treatment, care and support for drug users in particular injecting drug users covered by the mandate of the organization. The incumbent is also responsible for facilitating collaboration between the UNAIDS Secretariat, UNAIDS Co-sponsors and UNODC as related to HIV/AIDS prevention and care among most at risk population, as the UNAIDS focal point. The incumbent is also the focal point for Asia.
L-4	Expert	UNDCP SP	The incumbent is responsible for providing on-going technical support and policy advice to the UNODC HIV programme, field offices, governments and civil society organizations in the field of HIV/AIDS prevention, treatment, care and support in prison settings. The incumbent is also responsible for facilitating collaboration between the UNAIDS Secretariat, UNAIDS Co-sponsors and UNODC as related to HIV/AIDS prevention and care in prison. The incumbent is also the focal point for Africa.

L-4	Expert	UNDCP SP	The incumbent is responsible for providing substantive and administrative oversight and guidance to the Unit and its activities on HIV prevention, treatment, care and support as it relates to drug use, in particular injecting drug use, prison settings and people vulnerable to human trafficking. In particular, the incumbent is coordinating and monitoring, the development and implementation of the activities of the UNODC global HIV/AIDS programme.
L-3	Expert (Vilnius)	UNDCP SP	The incumbent is responsible for providing on-going technical support and policy advice to the government and civil society organizations in development, implementation and evaluation of UNODC HIV/AIDS key policy programmatic areas, namely HIV/AIDS prevention and care related to (a) drug dependence, particularly injecting drug use (b) prison settings and (c) the trafficking in human beings covered by the mandate of the organization. The incumbent is also responsible for facilitating collaboration between the UNAIDS Secretariat, UNAIDS Co-sponsors and UNODC as related to HIV/AIDS prevention and care among most at risk population.
L-2	Associate Expert	UNDCP SP	The incumbent is responsible for providing on-going technical support and policy advice to the governments and civil society organizations in development, implementation and evaluation of UNODC HIV/AIDS key policy programmatic areas, namely HIV/AIDS prevention and care related to (a) drug dependence, particularly injecting drug use (b) prison settings and (c) the trafficking in human beings covered by the mandate of the organization in Central Asia and Eastern Europe.
GS (OL)	Team Assistant	UNDCP SP	

Sustainable Livelihoods Unit

P-4 Programme Management Officer RB Section 16

The incumbent contributes to the development, coordination and technical oversight of all UNODC activity related to alternative development/sustainable livelihoods. In close collaboration with UNODC field offices and other relevant units, the Programme Management Officer takes part in and contributes to the development of alternative development/sustainable livelihoods programmes and projects, including alternative development, monitoring and evaluation of sustainable livelihoods activities and the analysis of relevant data and documents to establish lessons learned and good practices. The Programme Management Officer provides technical advice on alternative livelihoods, eradication of illicit drug crops and on alternative development upon request of Member States, UNODC field offices and Headquarter units. Further, the incumbent maintains liaison with relevant UN and bilateral agencies on alternative development/sustainable livelihoods matters strengthening inter-agency cooperation and promoting the ONE UN initiative as requested by the Secretary General. The 1998 UNGASS Action Plan on International Co-operation on the Eradication of Illicit Drug Crops and on Alternative Development serves as the guiding document for this post.

Technical Cooperation Section I

P-5 Chief UNDCP PSC

Leads and manages regional desks covering Africa and the Middle East as well as Latin America and the Caribbean in support of the field operations in those regions.

GS (OL) Programme Assistant CPCJ PSC

Africa and the Middle-East Unit

P-4 Programme Management Officer CPCJ PSC

Team leader for Africa and Middle East region; responsible for support to field offices and monitoring of country/regional programmes in North Africa and the Middle East and Southern Africa.

L-4 Regional Programme Coordinator of the Gulf Cooperation Council Countries UNDCP SP

Duties and responsibilities include developing, articulating and advising on overarching strategies to deal with illicit drugs, organized crime, corruption and terrorism in the Gulf region, which have demonstrated their political commitments as well as affirmed their financial resources for UNODC assisted programmes in the region.

L-3 Project Coordinator CPCJ SP

The Project Coordinator provides substantive and administrative backstopping for the launch and implementation of the projects on “Strengthening the Criminal Justice System Response to Smuggling of Migrants in North Africa” and on “Law Enforcement Capacity Building to Prevent and Combat Smuggling of Migrants in the ECOWAS region and Mauritania”.

GS (O-L) Programme Assistant UNDCP SP

GS (OL) Technical Cooperation Assistant UNDCP PSC

GS (OL) Technical Cooperation Assistant UNDCP PSC

Latin America and the Caribbean Unit

	P-4	Programme Management Officer	UNDCP PSC	Team leader for Latin America and Caribbean region; responsible for support to field offices and monitoring of country/regional programmes. Responsible for support to field offices and monitoring of country/regional programmes in Colombia, Bolivia and the Caribbean. Responsible for support to field offices and monitoring of country/regional programmes in Mexico, Central America and the Mercosur region.
	P-3	Programme Officer	UNDCP PSC	
	P-3	Programme Officer	CPCJ PSC	
	GS (OL) GS (OL)	Technical Cooperation Assistant Programme Assistant	UNDCP PSC CPCJ PSC	
Technical Cooperation Section II				
	P-5	Chief	CPCJ PSC	Leads and manages regional desks covering Europe, West and Central Asia as well as East Asia and the Pacific in support of the field operations in those regions.
	GS (OL) GS (OL)	Technical Cooperation Assistant Team Assistant	UNDCP PSC UNDCP PSC	
Europe and West/Central Asia Unit	P-4	Programme Management Officer	UNDCP PSC	Team leader for Europe and West/Central Asia; responsible for support to field offices and monitoring of country/regional programmes in the region. Responsible for support to Country Office and monitoring country programmes in Iran and responsible for the Paris Pact Initiative. Responsible for support to Country Office and monitoring country programmes in Afghanistan. Provides support to and monitors country/regional programmes in Eastern and South Eastern Europe Responsible for support to Country/Regional Office and monitoring country/regional programmes in Central Asia and Pakistan.
	L-4	Project Coordinator	UNDCP SP	
	L-3	Project Coordinator	CPCJ SP	
	P-2	Expert	UNDCP PSC	
	L-2	Associate Expert	UNDCP SP	
	GS (OL)	Programme Assistant	UNDCP SP	
	GS (OL)	Technical Cooperation Assistant	UNDCP PSC	
	GS (OL)	Team Assistant	UNDCP SP	
South/East Asia and the Pacific Unit	P-4	Programme Management Officer	UNDCP GP	Team leader for East Asia and the Pacific region; responsible for support to field offices and monitoring of country/regional programmes in the region. Provides support to field offices and monitoring of country/regional programmes in Lao PDR, Viet Nam and South Asia. Responsible for support to field offices and monitoring of country/regional programmes in East Asia, Myanmar and China.
	P-3	Programme Officer	UNDCP PSC	
	P-3	Programme Officer	UNDCP PSC	
	GS (OL)	Programme Assistant	UNDCP PSC	
	GS (OL)	Team Assistant	UNDCP PSC	

Africa and the Middle East

Regional Office for the Middle East and North Africa in Egypt

D-1	Representative	CPCJ GP	Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office.
L-4	Project Coordinator (Doha)	UNDCP SP	Project Coordinator for the establishment of a Gulf Centre for Criminal Information Centre to Combat Drugs based in Doha, Qatar. Under the supervision of the Regional Programme Coordinator, manages the implementation and related coordination and liaison of the project in full compliance with the overall substantive and operational guidance provided by UNODC.
L-4	Project Coordinator (Doha)	UNDCP SP	Project Coordinator for the Global Sport Fund (GSF). Under the supervision of the Regional Programme Coordinator, is responsible for implementing the core components of the project based in Doha, Qatar. The Project Coordinator plans, organizes and manages the timely and effective implementation of the project to achieve its objective, outcome and outputs.
L-4	Programme Coordinator	UNDCP SP	Heading the programme coordination unit and responsible for the coordination for all programme development and implementation.
L-4	Project Director (Juba)	CPCJ SP	Responsible for the overall coordination and implementation of Phase II of project: "Assisting the process of prison reform in Southern Sudan: Building leadership capacity within the prison service and addressing the circumstances of prisoners with specific needs".
P-4	Programme Management Officer	CPCJ GP	Responsible for the day-to-day management of UNODC programme activities from design through implementation, advising the Representative on programme development and delivery and managing UNODC's commitments within the agreed upon results and other benchmarks; oversees the effective provision of services including financial, human resources, procurement and logistics, and ensures the integrity of the financial systems and consistent application of rules and regulations.
L-3	Project Coordinator	CPCJ SP	Project Coordinator for the Criminal Justice Response to the Smuggling of Migrants in North Africa Project, manages the implementation and related coordination and liaison of the project under the supervision of the Regional Programme Coordinator
L-3	Project Manager (Juba)	CPCJ SP	Responsible for overseeing and supervising the daily activities of Phase II of project: "Assisting the process of prison reform in Southern Sudan: Building leadership capacity within the prison service and addressing the circumstances of prisoners with specific needs". in conjunction with counterparts from the Government of Southern Sudan (GoSS).
L-3	Project Coordinator	UNDCP SP	Manage the implementation and the related coordination and liaison on promotion of best practices and networking for reduction of demand for and

harm from drugs in West Asia, the Gulf Region, the Middle East and Southern Mediterranean in full compliance with the overall substantive and operational guidance provided by UNODC.

Manage the implementation and the related coordination of strengthening community resources in providing drug abuse treatment and rehabilitation services for vulnerable populations in Jordan.

Responsible for assisting the Project Manager in implementing and overseeing the daily activities of project “Assisting the process of prison reform in Southern Sudan: Building Leadership capacity within the prison service and addressing circumstances of prisoners with specific needs”, manages the implementation and related coordination and liaison of the project under the supervision of the Regional Programme Coordinator

Responsible for managing and implementing projects in North Africa and the GCC Countries including designing and formulating new technical assistance projects and programmes. Provides technical guidance and policy advice to UNODC counterparts in the region, in addition to assisting the Representative in Fund raising activities and liaising with government entities and other respective counterparts.

	L-3	Project Coordinator (Baghdad)	UNDCP SP
	L-2	Project Assistant Manager (Juba)	CPCJ SP
	NPO	National Programme Officer	CPCJ PSC
	LL	Human Resources Assistant	CPCJ PSC
	LL	Finance Assistant	CPCJ PSC
	LL	Operation Assistant	CPCJ PSC
Regional Office for Eastern Africa in Kenya			
	P-3	Drug Control and Crime Prevention Officer	UNDCP GP
	L-4	Expert	UNDCP SP
	NPO	National Programme Officer	UNDCP PSC
	LL	Driver	UNDCP PSC
	LL	Administrative Assistant	CPCJ PSC
	LL	Administrative Assistant	CPCJ PSC
Country Office in Nigeria			
	P-5	Representative	CPCJ GP

Responsible for the day-to-day management of UNODC programme activities from design through implementation, responsible for programme development and delivery and managing UNODC’s commitments within the agreed upon results and other benchmarks; oversees the effective provision of services including financial, human resources, procurement and logistics, and ensures the integrity of the financial systems and consistent application of rules and regulations.

The incumbent is responsible for providing on-going technical expertise, support and advice on key HIV/AIDS policy and programmatic areas. The specialist is also assisting the Regional Office in Programme and Project formulation and strengthening of the countries’ capacity to develop and implement strategies that deal effectively with HIV/AIDS prevention and care. Responsible for the support to ongoing programme portfolio in Eastern Africa, the development of new projects, liaison with counterparts, and support to the day-to-day activities and reporting of the Office.

Represents UNODC and its interests in country/region of designation; advises

	L-5	Project Coordinator	CPCJ SP	government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office. Manages and coordinates the implementation of the EC-Nigeria-UNODC project “Support to the Economic and Financial Crimes Commission and the Nigerian Judiciary”.
	L-4	Expert	CPCJ SP	Responsible for project management and implementation of human trafficking project “Capacity Building for NAPTIP’s Implementation of the Action Plan against Human Trafficking” and for the provision of advisory services and expertise to local counterpart community.
	L-3	Information Technology Coordinator	CPCJ SP	Responsible for the implementation of a new and innovative major IT package for the Economic and Financial Crimes Commission (EFCC), the National Financial Intelligence Unit (NFIU), and the Judiciary in Nigeria, under the EC-Nigeria-UNODC project “Support to the Economic and Financial Crimes Commission and the Nigerian Judiciary”.
	L-3	Project Coordinator	CPCJ SP	Responsible for day-to-day project implementation, procurement, project coordination and liaison with counterparts and procurement offices, monitoring and reporting of EC-Nigeria-UNODC project “Support to the Economic and Financial Crimes Commission and the Nigerian Judiciary”.
	P-3	Drug Control and Crime Prevention Officer	UNDCP GP	Responsible for the day-to-day management of UNODC programme activities from design through implementation, advising the Representative on programme development and delivery and managing UNODC’s commitments within the agreed upon results and other benchmarks; oversees the effective provision of services including financial, human resources, procurement and logistics, and ensures the integrity of the financial systems and consistent application of rules and regulations.
	NPO	National Programme Officer	CPCJ PSC	Responsible for the support to ongoing programme portfolio in Nigeria, the development of new projects, liaison with counterparts, joint UN Nigeria activities, and support to the day-to-day activities and reporting of the Office
	LL	Administrative and Finance Assistant	CPCJ PSC	
	LL	Human Resources Assistant	CPCJ PSC	
	LL	Driver	CPCJ PSC	
Regional Office for West and Central Africa in Senegal	P-5	Representative	CPCJ GP	Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office.
	L-5	Law Enforcement Adviser	UNDCP SP	Responsible to provide daily advisory services to committed African countries and technical guidance on programmes and projects related matters in the area

L4	Special Adviser (Law Enforcement)	UNDCP SP	<p>of law enforcement. He will also provide with technical support to global UNODC initiatives and assist in the implementation in the field. He will also liaise with national or international counterparts so as to improve international cooperation in context of law enforcement in the Africa continent.</p> <p>Responsible to provide daily specialized technical expertise inputs to relevant authorities and technical services in Guinea Bissau in respect to both the concrete implementation of the Emergency Anti narcotic Plans, as well as technical cooperation initiatives addressing the drug and crime issues in Bissau with relevant regional and international operational counterparts. He will also provide with a view to both facilitating the delivery of technical cooperation inputs to Guinea Bissau counterparts and avoiding operational duplication and overlapping.</p>
L4	Legal Adviser (Anti Narcotics and Organized Crime)	CPCJ SP	<p>Provide technical and legal advice to the Ministry of Justice, its Judicial Police and other relevant agencies in Guinea Bissau, in the fields of drug control, law enforcement, and criminal justice.</p>
L4	IMPACT International Regional Coordinator	CPCJ SP	<p>Responsible to provide with specialized technical expertise in the improvement of evidence-based knowledge on the phenomenon of smuggling of migrants in close cooperation with both Dakar-based and HQ UNODC research staff, as well as the development of counter smuggling policy inter-agency coordination in ECOWAS countries and Mauritania in investigative, prosecutorial and judicial matters with regards to countering the smuggling of migrants, especially through dismantling organised criminal groups.</p>
L-3	Expert	UNDCP SP	<p>Responsible for the coordination of activities of UNODC's drug abuse epidemiological programme in the West and Central Africa region in providing with expert technical guidance on the design of drug abuse monitoring strategies and epidemiology instruments. It also includes other regional projects and HIV/AIDS as assigned by the UNODC Regional Office, in consultation with the Chief of the Global Challenges Section at HQ (Vienna).</p>
P-3	Programme Management Officer Deputy Representative (Programme & Operations)	UNDCP GP	<p>Responsible for the day-to-day management of UNODC programme activities from design through implementation, advising the Representative on programme development and delivery and managing UNODC's commitments within the agreed upon results and other benchmarks; oversees the effective provision of services including financial, human resources, procurement and logistics, and ensures the integrity of the financial systems and consistent application of rules and regulations.</p>
NPO	National Programme Officer	CPCJ PSC	<p>Responsible for providing support to programme development and expert guidance to anti-human trafficking and smuggling of migrants projects.</p>
LL	Administrative and Finance Assistant	CPCJ PSC	
LL	Executive Assistant	CPCJ PSC	
LL	Principal Driver	CPCJ PSC	

Regional Office for Southern Africa in South Africa

D-1	Representative	CPCJ GP	Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office.
L-5	Programme Coordinator	CPCJ SP	Responsible for the effective management and coordination of a team of international experts and national staff in the execution of a technical assistance project entitled: "Support to the Victim Empowerment Programme of the Government of South Africa".
P-4	Programme Management Officer	UNDCP GP	Responsible for the day-to-day management of UNODC programme activities from design through implementation, advising the Representative on programme development and delivery and managing UNODC's commitments within the agreed upon results and other benchmarks; oversees the effective provision of services including financial, human resources, procurement and logistics, and ensures the integrity of the financial systems and consistent application of rules and regulations.
L-4	Expert, Monitoring and Evaluation	CPCJ SP	Responsible for the design development and implementation of a comprehensive monitoring system covering UNODC's Victim Empowerment Project, providing top quality M&E advise to the Government and coordinate the implementation of selected studies and research in the area of victimisation.
L-4	Expert, Capacity Building	CPCJ SP	Responsible for the planning and implementation of capacity building interventions in South Africa under UNODC's Victim Empowerment Programme.
L-3	Expert, Grant Management	CPCJ SP	Responsible for the design, implementation and monitoring of a grant scheme in South Africa under UNODC's Victim Empowerment Programme.
L-3	Specialist, Terrorism Prevention	CPCJ SP	Responsible for providing technical advice to requesting countries in the Southern African Region for the ratification and Implementation of the International Terrorism Prevention instruments.
L-3	Regional Advisor	UNDCP SP	
L-3	Project Coordinator	UNDCP SP	
NPO	National Programme Officer	CPCJ PSC	Monitors delivery and budgeting of ROSAF projects, identifies potential implementation delays, provides early warning of over- or under-expenditure, consolidates expenditure forecasts, and recommends a realistic project build-up portfolio. Ensures that internal financial targets and budgets are fully consistent with the office's strategic plan. Liaises with financial and project staff in order to advise on budgeting, expenditure and adherence to financial and programme policies and guidelines. Monitors and administers ROSAF's programmatic financial management system (via UNODC proprietary software). Fulfils functions of Approving Officer in line with UN rules and UNODC Management Instructions.

	LL	Project Assistant	UNDCP PSC	
	LL	Finance Assistant	UNDCP PSC	
	LL	Project Assistant	UNDCP PSC	
	LL	Finance Assistant	UNDCP PSC	
	LL	Driver/Clerk	UNDCP PSC	
Europe and West/Central Asia				
Country Office in Afghanistan				
	D-1	Representative	CPCJ GP	Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office.
	L-5	Counter Narcotics Programme Manager	UNDCP SP	Manages Counter Narcotics programme
	L-5	Senior Law Enforcement Advisor	UNDCP SP	Coordinates Law Enforcement programme
	L-5	Criminal Justice Programme Manager	CPCJ SP	Manages Criminal Justice programme
	L-5	Advisor	CPCJ SP	Advisor – Criminal Justice programme
	P-4	Deputy Representative (Programme)	UNDCP GP	Leads and directs the development, implementation and evaluation of UNODC programmes and activities of the Office. Design, development, organization and administration of all practical activities for the implementation of drug control and crime prevention assistance and programmes, projects and work plans at the country level.
	P-4	Deputy Representative (Operations)	CPCJ GP	Monitors expenditures and utilization of funds, project documents and reports, recruitment of personnel. Supervises support services, including procurement, transport and travel. Monitoring and evaluation of the implementation of regional agreements.
	L-4	Project Coordinator - Rule of Law/ Criminal Justice Reform	CPCJ SP	Criminal Justice – Rule of Law.
	L-4	Project Coordinator - Anti-Corruption	CPCJ SP	Criminal Justice – Rule of Law, anti-corruption.
	L-4	Project Coordinator - Penitentiary Reform	CPCJ SP	Criminal Justice – Penitentiary.
	L-4	Project Coordinator - Counter Narcotics Police Capacity Building	UNDCP SP	Law Enforcement – Counter Narcotics Police capacity building.
	L-4	Project Coordinator – Precursor Control	UNDCP SP	Law Enforcement – Precursor Control.
	L-4	Project Coordinator – Border Control	UNDCP SP	Law Enforcement – Border Control.
	L-4	Field Coordinator	UNDCP SP	Law Enforcement - Border Control (based in Hearat).
	L-4	Project Coordinator – Crop Monitoring	UNDCP SP	Crop Monitoring.

	L-4	Project Coordinator – Provincial Capacity Building	UNDCP SP	Provincial Capacity Building/Alternative Livelihoods.
	L-4	Alternative Livelihoods/ Capacity Building Expert	UNDCP SP	Provincial Capacity Building/Alternative Livelihoods.
	L-4	Liaison Officer	UNDCP SP	Government liaison in Counter Narcotics and Criminal Justice.
	L-3	Project Coordinator – Drug Demand Reduction	UNDCP SP	Drug Demand Reduction – (i) prevention, (ii) treatment.
	L-3	Expert – Law Enforcement Research	UNDCP SP	Law Enforcement Research and Analysis.
	L-3	Security Coordination Officer	UNDCP/CPCJ SP	Security.
	NPO	National Programme Officer	UNDCP PSC	Finance and Administration.
	NPO	National Programme Officer	UNDCP PSC	Counter Narcotics Programme support.
	NPO	National Programme Officer	CPCJ PSC	Criminal Justice Programme support.
	LL	Assistant	CPCJ PSC	
	LL	Assistant	CPCJ PSC	
Country Office in Iran (Islamic Republic of)	P-5	Representative	CPCJ GP	Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office.
	L-4	Project Coordinator	CPCJ SP	To manage and implement the project “Improvement of Iranian Legislative and Judicial capacity to tackle Organized Crime and Money Laundering and promotion of Mutual Legal Assistance”.
	L-4	Project Coordinator	UNDCP SP	To manage and implement the project “Integrated border control in the Islamic Republic of Iran - Phase I”.
	NPO	National Programme Officer	UNDCP PSC	Operates under the authority delegated from the Representative. Deputy Representative is responsible for the day-to-day management of UNODC programme activities from design through implementation.
	NPO	National Programme Officer	CPCJ PSC	To manage and implement the projects “Cooperation in the promotion of the reform process of the Judiciary and the Prison System in the Islamic Republic of Iran” and “Strengthening Judicial Capacity and Integrity in Iran”.
	LL	Administrative and Human Resources Assistant	CPCJ PSC	
	LL	Senior Driver	CPCJ PSC	
Country Office in Pakistan	D-1	Representative	UNDCP GP	Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office.
	L-5	Technical Advisor	UNDCP SP	Advise the UNODC Representative on the development of UNODC’s strategy

for assistance to Pakistan in the fields of anti corruption and anti-money-laundering programmes, prevention and investigation of organized crime (including human trafficking and the trafficking of firearms) and drug law enforcement. This will include investigative procedures, forensic analysis, the direction, gathering, processing and dissemination of criminal intelligence, controlled delivery techniques, undercover operations, the use of informants and other crime issues as required.

Advise Pakistani institutions such as the Ministry of Finance, Ministry of Narcotics Control, Central Board of Revenue, State Bank of Pakistan, National Accountability Bureau, Federal Investigation Agency, Anti Narcotics Force, Judiciary, Police, Customs and other law enforcement bodies in the development of national and sub regional strategies to counter organized crime, drug trafficking and corruption. These strategies should include capacity development and measures to promote inter-agency coordination.

Draft project ideas, project documents and other materials related to technical cooperation activities for capacity building in the field of crime prevention and drug law enforcement.

Responsible for the day-to-day management of UNODC programme activities from design through implementation, advising the Representative on programme development and delivery and managing UNODC's commitments within the agreed upon results and other benchmarks. Portfolio management and reporting, donor coordination, Programme responsibility for the Development and implementation of the Annual work plan in collaboration with law enforcement and demand reduction Programme Coordinators including responsibility of alternate certifying officer. Portfolio management and reporting, donor coordination. Maintaining effective liaison with government officials. Overseeing effective provision of services including financial, human resources, procurement and logistics. Acting as Officer in Charge in the absence of the representative.

Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office. Responsible for identifying and promoting best practices with regard to the prevention of HIV/AIDS related to drug abuse, prison settings and among law enforcement agencies; assisting governments in strengthening national capacities to develop and implement strategies to address HIV/AIDS

	NPO	National Programme Officer	UNDCP PSC
	LL	Finance Assistant	UNDCP PSC
	LL	Administrative Assistant	UNDCP PSC
	LL	Driver	UNDCP PSC
Regional Office for Russia and Belarus in the Russian Federation	P-5	Representative	UNDCP GP
	L-4	Regional Advisor	UNDCP SP

prevention as it relates to drug use; Contributing to or preparing technical reports, training materials (including a manual for uniformed personnel), donor reports and other papers.

Responsible for the day-to-day management of the project “Scaling up, and improving access to, HIV/AIDS prevention and care programmes for injecting drug users and in prison settings in the Russian Federation”, and provision of technical and advisory support to Government counterparts. More specifically the incumbent manages the project on behalf of UNODC according to the project agreement and UNODC procedures for execution; makes sure that all Government inputs committed to the project are made available; prepares budget revisions and reports on the progress of project implementation; provides assistance in the monitoring and coordination of project activities that involve other government and non-governmental agencies; plans, organizes project evaluation missions and assists in management of thematic evaluation.

Responsible for initiating and developing project documents, including monitoring implementation of related activities, in the Law Enforcement field; ensures coordination and implementation of various planned project activities with other national and international relevant actors; advises national and international project experts and ensures the quality and coherence of their deliverables; builds and maintains close working relationships with the Ministry of Interior, relevant national and international law enforcement organizations and donors, holds regular meetings, and assists in the coordination with these organizations following the UNODC law enforcement strategy; provides strategic advice and recommendations to the Country Office senior management and the national counterparts on Law Enforcement matters; fulfils necessary management and reporting requirements.

Criminal Justice Coordinator.

L-3	Project Coordinator	UNDCP SP
NPO	National Programme Officer	UNDCP PSC
NPO	National Programme Officer	UNDCP PSC
LL	Administrative and Finance Associate	UNDCP PSC
LL	Assistant to the Representative	UNDCP PSC
LL	Driver/clerk	UNDCP PSC
D-1	Representative	UNDCP GP
L-5	Project Coordinator	UNDCP SP

Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office. Senior Law Enforcement Advisor and Project Manager for the project “Precursors control in Central Asia (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan)”.

L-5	Regional Advisor	UNDCP SP	Senior Legal Affairs Advisor.
L-5	Project Coordinator	UNDCP SP	Manager of the project “Establishment of a Central Asian Regional Information and Coordination Centre”.
P-4	Programme Management Officer	UNDCP GP	Responsible for the day-to-day management of UNODC programme activities from design through implementation, advising the Representative on programme development and delivery and managing UNODC’s commitments within the agreed upon results and other benchmarks. Coordinates anti-corruption programming.
L-4	Project Coordinator	UNDCP SP	Manager of the project “Strengthening control along the Tajik/Afghan border”
L-4	Project Coordinator	UNDCP SP	Manager of the project “Establishment of Interagency Law Enforcement Mobile Groups in Kyrgyzstan”.
L-4	Project Coordinator	UNDCP SP	Turkmenistan Programme Manager and Manager of the project “Strengthening border control along the Turkmen-Afghan border, in particular at Imam-Nazar checkpoint”.
L-4	Project Coordinator	UNDCP SP	Tajikistan Programme Manager and Manager of projects “Tajikistan drug control agency - Phase II” and “Strengthening drug law enforcement systems for criminal intelligence collection, analysis and exchange”.
L-3	Expert	UNDCP SP	Regional Epidemiologist/HIV Expert and Treatnet Project Manager.
L-3	Project Coordinator	UNDCP SP	Manager of project “Effective HIV/AIDS prevention and care among vulnerable populations in Central Asia” and Astana Office Manager.
L-3	Operations Coordinator	UNDCP SP	Manages administrative/financial/HR/logistical operations of Regional Office.
NPO	National Programme Officer	UNDCP PSC	Oversees office reporting, analysis, advocacy and media functions.
LL	Finance Analyst	UNDCP PSC	
LL	Accountant	UNDCP PSC	
LL	Human Resources Assistant	UNDCP PSC	
LL	Executive Assistant	UNDCP PSC	
LL	Senior Driver	UNDCP PSC	
<i>South Asia, East Asia and the Pacific</i>			
Regional Office for South Asia in India			
P-5	Representative	UNDCP GP	Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office.
NOD/NPO	Deputy Representative (National Officer at the D level)	UNDCP PSC	The Deputy Representative serves as the second in command of ROSA and assists the Representative in the overall management of ROSA and also in the areas of: strategic planning, programme conceptualization and development, programme implementation and monitoring and advocacy.
LL	Finance Officer	UNDCP PSC	
LL	Management Associate	UNDCP PSC	
LL	Programme Associate	UNDCP PSC	
LL	Senior driver	UNDCP PSC	

Country Office in the Lao People's Democratic Republic				
P-5	Representative	UNDCP GP	Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office.	
L-4	Project Coordinator	UNDCP SP	Responsible for management of the Global alternative Development project. Assists with development of alternative development programmes and mainstreaming of these programmes with national programmes. Assist with management of the field office programme operations.	
L-3	Expert	UNDCP SP	HIV/AIDS focal point. Assist with programme development and assists with monitoring and reporting of programme activities. Assists with inter agency cooperation and development of joint programme initiatives with other UN and NGOs.	
L-3	Expert, Crime Prevention	UNDCP SP	Responsible for management of the I95 project to develop a national drug law enforcement strategy. Responsible for advising and development as well as expansion of the crime (rule of law) programme portfolio liaising with other development partners and law enforcement agencies, as well as donors.	
NPO	National Programme Officer	UNDCP PSC	Responsible for data collection and assists with analysis. Responsible for liaising with various Government bodies and international agencies. Responsible for monitoring and reporting of programme activities. Assist with programme development.	
LL	Office Administrator	UNDCP PSC		
LL	Senior Secretary	UNDCP PSC		
LL	Senior Driver	UNDCP PSC		
Country Office in Myanmar				
P-5	Representative	UNDCP GP	Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office.	
L-4	Regional Expert	UNDCP SP		
L-3	Program Specialist- HIV/AIDS	UNDCP SP	Under the overall supervision of the UNODC representative and the technical guidance of the HIV/AIDS unit at Headquarters, the Program Specialist will provide on-going technical expertise, guidance and policy advice to UNODC Programme in the country and the Government of Myanmar on the three UNODC HIV/AIDS key policy and programmatic areas, namely HIV/AIDS prevention and care related to (a) drug dependence, particularly injecting drug use (b) prison settings and (c) the trafficking in human beings. The specialist will also assist the UNODC Country Office in Programme and Project formulation and strengthening national capacities to develop and implement strategies that deal effectively with HIV/AIDS prevention and care in those	

key areas. (Source of funding provided by the HIV/AIDS technical Unit).

The Assistant Representative/Operations Manager (AR/OM) as a member of the Senior Management Committee takes responsibility on all aspects of Country Office management and operations. The AR/OM is responsible for strategic financial and human resources management, efficient procurement and logistical services, and ICT and consistency with UNODC/UNDP rules and regulations. The AR/OM ensures consistent services delivery to Country Office, UNODC programmes and projects and UN common services. The AR/OM sets policies and methods to maximize the Country Office performance in operations demonstrating capacity for innovation and creativity and providing advice to Senior Management on readjustment of the operations to take into account changes in the operating environment as and when needed.

Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office. Responsible for the day-to-day management of UNODC programme activities from design through implementation, advising the Representative on programme development and delivery and managing UNODC's commitments within the agreed upon results and other benchmarks; oversees the effective provision of services including financial, human resources, procurement and logistics, and ensures the integrity of the financial systems and consistent application of rules and regulations.

Collects and analyzes data related to illicit drug production, consumption and trafficking. Monitors the execution of the on-going UNDCP-financed portfolio. Elaborates and appraises proposals for drug control projects. Prepares substantive documentation on drug control matters.

Responsible for growing UNODC's programme portfolio in the areas of good governance, anti-corruption, criminal justice reform and crime prevention through programme development and fund-raising activities in Indonesia.

NPO	National Programme Officer	UNDCP PSC
LL	Administrative Assistant	UNDCP PSC
LL	Finance Assistant	UNDCP PSC
LL	Secretarial and Clerical Assistant	UNDCP PSC
LL	Administrative Assistant	UNDCP PSC
Regional Centre for East Asia and the Pacific in Thailand		
D-1	Representative	UNDCP GP
P-5	Senior Drug Control and Crime Prevention Officer	UNDCP GP
P-3	Programme Management Officer	UNDCP GP
L-3	Crime Prevention Expert (Jakarta)	CPCJ SP
NPO	National Programme Officer	UNDCP PSC
NPO	National Programme Officer	UNDCP PSC
LL	Administrative Assistant	UNDCP PSC
LL	Finance Assistant	UNDCP PSC
LL	Representative Assistant	UNDCP PSC

Country Office in Vietnam	LL	Office Assistant	UNDCP PSC	
	P-5	Representative	UNDCP GP	Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office. The Advisor (HIV & AIDS) supports provision of technical guidance and policy advice to the Government of Viet Nam on the three UNODC HIV key policy and programmatic areas, namely HIV prevention related to: (a) drug dependence, particularly injecting drug use; (b) prison settings; and, (c) the trafficking in human beings. She/He will facilitate collaboration and coordination activities with UNAIDS, its cosponsors and other key players, and assist the UNODC country office in strengthening national capacities to develop and implement strategies that deal effectively with HIV prevention and care in those key areas.
	L-3	Adviser	UNDCP SP	
NPO	National Programme Officer	UNDCP PSC	Assists the Representative in dealing with specific matters related to the general management of the country program in Vietnam; executes the national technical cooperation projects, monitors project activities and provides information and advisory consultation to the UNODC Representative and the programme staff, and the Government counterparts; cooperates with the UN country team (UNCT) to support the national development programmes; data collection / Reporting / Publication.	
<i>Latin America and the Caribbean</i> Country Office in Bolivia	LL	Programme Associate	UNDCP PSC	
	LL	Senior Secretary	UNDCP PSC	
	LL	Senior Driver	UNDCP PSC	
	P-5	Representative	UNDCP GP	Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office. Responsible for programme development and quality control of projects under implementation in the areas of alternative development (forestry and climate change), illicit crop monitoring, criminal justice, HIV/AIDS and drug abuse information systems.
	NPO	National Programme Officer	UNDCP PSC	
NPO	National Programme Officer	UNDCP PSC	Responsible for programme development and quality control of projects under implementation in the areas of alternative development (vocational training, support to micro-enterprises), anti-corruption activities, anti TIP activities, arms control and drug abuse prevention at decentralized level.	
LL	Programme and Project Assistant	UNDCP PSC		

	LL	Administrative and Finance Assistant	UNDCP PSC	
	LL	Driver	UNDCP PSC	
Regional Office for Brazil and the Southern Cone in Brazil				
	D-1	Representative	UNDCP GP	Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office.
	NPO	National Programme Officer	UNDCP PSC	Assists the Representative in dealing with specific matters related to the general management of the country program in Brazil; executes the national technical cooperation projects, monitors project activities and provides information and advisory consultation to the UNODC Representative and the programme staff, and the Government counterparts; cooperates with the UN country team (UNCT) to support the national development programmes; data collection / Reporting / Publication.
	NPO	National Programme Officer	CPCJ PSC	Responsible for data collection and assist with analysis. Responsible for liaising with various Government bodies and international agencies. Responsible for monitoring and reporting of programme activities. Assist with programme development.
	LL	Administrative and Human Resources Assistant	UNDCP PSC	
	LL	Finance Associate	UNDCP PSC	
	LL	Finance Assistant	CPCJ PSC	
	LL	Communication Assistant	UNDCP PSC	
	LL	Driver	CPCJ PSC	
Country Office in Colombia				
	D-1	Representative	UNDCP GP	Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office.
	L-4	Legal Adviser	UNDCP SP	Responsible for the day to day management over multi-country (regional) legal assistance programme aimed at promoting international judicial and other cooperation in accordance with provisions of international conventions, as well as to improve the efficiency of the judicial system to investigate, indict and prosecute crimes, with emphasis on anti-money laundering.
	L-4	Chief Technical Adviser	UNDCP SP	Responsible for the day-to-day management of the UNODC alternative development programme in Columbia, specifically as regards the development of productive and commercially viable farm organizations.
	LL	Administrative Assistant	UNDCP PSC	

	LL	Programme and Project Assistant	UNDCP PSC	
	LL	Administrative, Finance and Project Assistant	UNDCP PSC	
	LL	Finance Assistant	UNDCP PSC	
	LL	Representative Assistant	UNDCP PSC	
	LL	Driver	UNDCP PSC	
Regional Office for Mexico, Central America and the Caribbean in Mexico	P-5	Representative	UNDCP GP	Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office.
	L4	Container Control Expert (Panama)	CPCJ SP	Responsible for coordination of the Container Control initiative in Panama and Costa Rica (posted in Panama) and leading UNODC's advisory services vis-à-vis the establishment of the center of excellence on maritime security in the City of Knowledge (Panama City).
	P-3	Programme Management Officer	UNDCP GP	Responsible for the day-to-day management of UNODC programme activities from design through implementation, advising the Representative on programme development and delivery and managing UNODC's commitments within the agreed upon results and other benchmarks; oversees the effective provision of services including financial, human resources, procurement and logistics, and ensures the integrity of the financial systems and consistent application of rules and regulations.
	L-3	Expert	CPCJ SP	Coordination of Project on Human Trafficking. Advises the Representation on matters related to the Palermo Convention.
	NPO	National Programme Officer	UNDCP PSC	Assists the Representative in dealing with specific matters related to the general management of the country program in Mexico, Central America and Belize; executes the national technical cooperation projects, monitors project activities and provides information and advisory consultation to the UNODC Representative and the programme staff, and the Government counterparts; cooperates with the UN country team (UNCT) to support the national development programmes; data collection / Reporting / Publication.
	NPO	National Programme Officer	CPCJ SP	Coordinates the preparation of the regional thematic programme for Central America on urban crime (based in El Salvador) and will also lead in the establishment of the regional centre of excellence on urban crime.
	LL	Administrative and Finance Assistant	UNDCP PSC	
	LL	Programme Assistant	UNDCP PSC	
	LL	Driver	UNDCP PSC	
Country Office in Peru	P-5	Representative	UNDCP GP	Represents UNODC and its interests in country/region of designation; advises government authorities on policy development and implementation; is

L-5	Expert	CPCJ SP
NPO	National Programme Officer	UNDCP PSC
LL	Administrative and Finance Assistant	UNDCP PSC
LL	Project Assistant	UNDCP PSC
LL	Administrative, Finance and Project Assistant	UNDCP PSC
LL	Driver	UNDCP PSC

responsible for design and implementation of integrated programmes to build national/regional capacity in drug control, crime and terrorism prevention; is responsible for managing the financial and human resources of the field office. Coordinates legal advisory projects in the region and provides legal advisory services to selected ROMEX projects in Central America. Assists the Representative in dealing with specific matters related to the general management of the country program in Peru and Ecuador; executes the national technical cooperation projects, monitors project activities and provides information and advisory consultation to the UNODC Representative and the programme staff, and the Government counterparts; cooperates with the UN country team (UNCT) to support the national development programmes; data collection / Reporting / Publication.

Component / Division / Section / Unit	Post level	Functional title	Source of funding	Substantive functions (professional posts)
Programme Support				
Division for Management				
Office of the Director				
	D-2	Deputy Director-General, UNOV, Acting Deputy Executive Director of UNODC, Director, Division for Management, UNOV/UNODC	RB Section 28F	Assist the Director-General and Executive Director in the performance of his functions and act as officer-in-charge during his absence. In his capacity as Director, Division for Management of UNOV/UNODC, responsible to the Under-Secretary-General for Management for ensuring that all regulations, rules and instructions of the Organization are followed. Accountable to the central administration for the appropriate utilization of resources, both human and financial.
	P-3	Secretary of the Joint Appeal Board	RB Section 28F	Post abolished as of 1 January 2009.
	GS (OL)	Senior Staff Assistant	RB Section 28F	
Financial Resources Management Service				
	D-1	Chief, FRMS	CPCJ PSC	Overall management of all UN Secretariat, UNOV, UNODC Finance and Budget related functions in Vienna and other duty stations of UNODC.
	P-3	Finance Officer	UNDCP PSC	Overall focal point for OIOS, JIU and Board of Auditors.
	GS (PL)	Finance and Budget Assistant	RB Section 28F	

Budget Section	GS (OL)	Finance and Budget Assistant	RB Section 28F	
	P-5	Chief, Budget Section	RB Section 28F	Overseeing the work of the Common Services Budget Unit and the UNODC Budget Unit in resource planning, budget preparation, monitoring and reporting for all programme entities of UNOV and UNODC.
	P-4	Chief, Common Services Budget Unit	RB Section 28F	Responsible for all budgets under the responsibility of UNOV, as well as the administration of Trust Funds as delegated by the Controller (UNICRI Trust fund, Trust Fund of OOSA) and other servicing of Funds allotted from the UNHQ.
	P-4	Chief, UNODC Budget Unit	UNDCP PSC	Responsible for all budgets of UNODC, review of funding agreements and project documents, projects and field offices financial management.
	P-2	Budget and Finance Officer	RB Section 28F	Responsible for the regular budget and the consolidated budget of UNODC (General purpose and special purpose funds).
	GS (PL)	Supervisor, Project Financial Management Sub-Unit	UNDCP PSC	
	GS (OL)	Budget Assistant	RB Section 28F	
	GS (OL)	Budget Assistant	RB Section 28F	
	GS (OL)	Budget Assistant	UNDCP PSC	
	GS (OL)	Budget Assistant	UNDCP PSC	
Accounts Section	GS (OL)	Budget Assistant	UNDCP PSC	
	GS (OL)	Budget Assistant	UNDCP PSC	
	GS (OL)	Budget Assistant	UNDCP PSC	
	GS (OL)	Budget Assistant	UNDCP PSC	
	GS (OL)	Budget Assistant	UNDCP PSC	
	GS (OL)	Budget Assistant	UNDCP PSC	
	GS (OL)	Budget Assistant	UNDCP PSC	
	GS (OL)	Budget Assistant	CPCJ PSC	
	P-5	Chief, Accounts Section	RB Section 28F	Overseeing the work of the Accounts and the Finance Units; application of common accounting standards, the harmonization of financial statements and overseeing the preparation of financial statements.
	P-4	Chief, Operations Accounts	RB Section 28F	Responsible for the work of the Payroll, Payment, and Treasury sub-Units.
P-3	Finance Officer	RB Section 28F	Responsible of the work of the Accounts Unit: general ledger maintenance and control, IOV processing, IMIS functional access liaison, bank reconciliation, receivables and payables subsidiary ledger maintenance and control, temporary clearing accounts control and reconciliation, annual and biennial account closing and preparation of financial statements for relevant accounts.	
P-2	Treasurer	RB Section 28F	Responsible for the management of seven bank accounts (three UNOV, three UNODC, and one UNICRI) and overseeing 11 field office bank accounts. Process disbursements, issue receipts, record deposits and manage cash funds.	
GS (PL)	Supervisor, Payroll Unit	CPCJ PSC		
GS (OL)	Payroll Assistant	UNDCP PSC		
GS (OL)	Payroll Assistant	RB Section 28F		
GS (OL)	Payroll Assistant	RB Section 28F		
GS (PL)	Supervisor, Accounts	UNDCP PSC		
GS (OL)	Supervisor	RB Section 28F		

GS (OL)	Accounting Assistant	UNDCP PSC
GS (OL)	Accounting Assistant	UNDCP PSC
GS (OL)	Accounting Assistant	UNDCP PSC
GS (OL)	Accounting Assistant	UNDCP PSC
GS (OL)	Accounting Assistant	RB Section 28F
GS (OL)	Accounting Assistant	RB Section 28F
GS (OL)	Accounting Assistant	RB Section 28F
GS (OL)	Treasury Assistant	UNDCP PSC
GS (OL)	Finance Assistant	RB Section 28F
GS (OL)	Finance Assistant	UNDCP PSC
GS (OL)	Accounting Assistant	CPCJ PSC

Human Resources Management Service

Office of the Chief

D-1	Chief, HRMS	RB Section 28F
P-3	Human Resources Officer	RB Section 28F
GS (O-L)	Senior Staff Assistant	RB Section 28F

Overall management of all UN Secretariat, UNOV, and UNODC Human Resources related functions in Vienna and other duty stations of UNODC. Responsible for reviewing Human Resources policies and guidelines.

Recruitment and Placement Unit

P-5	Chief, Recruitment and Placement Unit	RB Section 28F
GS (PL)	Recruitment Assistant	RB Section 28F
GS (OL)	Human Resources Assistant	RB Section 28F
GS (OL)	Human Resources Assistant	RB Section 28F
GS (OL)	Human Resources Assistant	RB Section 28F
GS (OL)	Human Resources Assistant	UNDCP PSC
GS (OL)	Human Resources Assistant	CPCJ PSC

Responsible for recruitment and placement of staff (Professional, General Service, project personnel, and short-term staff, for conferences), through mobility programmes and engagement of contractors for all Vienna based programmes of the UN Secretariat and for UNODC field operations.

Staff Administration Unit

P-4	Chief, Staff Administration Unit	RB Section 28F
P-3	Human Resources Officer	RB Section 28F
GS (PL)	Human Resources Assistant	RB Section 28F
GS (PL)	Human Resources Assistant	RB Section 28F
GS (OL)	Human Resources Assistant	RB Section 28F
GS (OL)	Human Resources Assistant	RB Section 28F
GS (OL)	Human Resources Assistant	RB Section 28F
GS (OL)	Human Resources Assistant	RB Section 28F

Responsible for the administration of staff entitlements and benefits for all staff of UNOV and UNODC in Vienna, as well as staff in UNODC field locations; provide interpretation and advisory services on staff rules and regulations. Job classification, social security, official staff-members records, and conditions of service.

Management of staff-members contracts and entitlements.

	GS (OL)	Human Resources Assistant	RB Section 28F	
	GS (OL)	Supervisor	RB Section 28F	
	GS (OL)	Human Resources Assistant	UNDCP PSC	
	GS (OL)	Human Resources Assistant	UNDCP PSC	
	GS (OL)	Human Resources Assistant	UNDCP PSC	
	GS (OL)	Human Resources Assistant	UNDCP PSC	
Staff Development Unit	P-4	Chief	UNDCP PSC	Responsible for the development and implementation of the training programmes of all UN Secretariat, UNOV, UNODC entities in Vienna and other duty stations of UNODC.
	GS (OL)	Administrative Assistant	RB Section 28F	
	GS (OL)	Human Resources Assistant	CPCJ PSC	
Information Technology Service				
	D-1	Chief, ITS	UNDCP PSC	Overall management of all UN Secretariat, UNOV, UNODC Information Technology Systems and related functions in Vienna and other duty stations of UNODC.
	P-3	Computer Information Systems Officer	RB Section 28F	Develop effective recommendations on systems design and applications to meet business requirements, and implements projects in a timely and efficient manner. Develop creative approaches to problem resolution.
	GS (OL)	Finance Assistant	RB Section 28F	
	GS (OL)	Information Technology Assistant	RB Section 28F	
	GS (OL)	Administrative Assistant	UNDCP PSC	
Information Management Unit	P-4	Chief	UNDCP PSC	Information services to Member States primarily for the Drugs and Crime Technical Cooperation Programmes. Senior contributor to ProFi team, liaise with ProFi clients and potential clients to address, examine and explore substantive and/or financial requests and new developments; review and analyze current and future needs, workflows and procedures for improvement.
	P-2	ProFi Substantive Coordinator and ITS financial liaison	RB Section 28F	
	GS (OL)	Computer Information Systems Assistant	CPCJ PSC	
Programme and Financial Management Information System (ProFi)	P-3	Computer Information Systems Officer	CPCJ GP	Responsible for technical cooperation and ProFi (i.e., ERP) and ICT training activities. Also support the mandated substantive functions of UNODC in the areas of information management and applications development.
	GS (PL)	Computer Information Systems Assistant	UNDCP GP	
	GS (OL)	Computer Information Systems Assistant	CPCJ GP	
	GS (OL)	Computer Information Systems	UNDCP GP	

Core Services Unit	GS (OL)	Assistant Computer Information Systems	UNDCP GP	Responsible for the provision of all traditional information and communications technology (ICT) support services to UNOV, UNODC and other client entities in Vienna and outside Austria (UNICRI, OIOS). These support services include networks, user support (helpdesk), security systems support and telecommunications.
	GS (OL)	Assistant Computer Information Systems	UNDCP GP	
	GS (OL)	Training Assistant	UNDCP GP	
	P-3	Chief	RB Section 28F	
	GS (PL)	Supervisor	RB Section 28F	
	GS (OL)	Information Technology Assistant	RB Section 28F	
	GS (OL)	Information Technology Assistant	RB Section 28F	
	GS (OL)	Information Technology Assistant	RB Section 28F	
	GS (OL)	Supervisor	RB Section 28F	
	GS (OL)	Telecommunication coordinator	RB Section 28F	
External Systems Unit	P-3	Chief	RB Section 28F	Support substantive programmes related to drugs and crime with a major focus on the National Database System (NDS), the International Drug-Control System (IDS) and Pre-Export Notification System of the International Narcotics Control Board. Development of other software systems for Member States including in the anti-money laundering and financial crimes areas (e.g., goAML and goCASE). Support to the Economic & Financial Crimes Commission & the Nigerian Judiciary. Development of software systems for the Economic & Financial Crimes Commission & the Nigerian Judiciary.
	L-4	Project Coordinator	CPCJ SP	
	L-3	Project Coordinator	CPCJ SP	
	L-3	Project Coordinator	CPCJ SP	
	GS (PL)	Information Technology Assistant	UNDCP PSC	
	GS (OL)	Assistant Computer Information Systems	CPCJ SP	
	GS (OL)	Assistant Computer Information Systems	CPCJ SP	
	GS (OL)	Assistant Computer Information Systems	CPCJ SP	
	GS (OL)	Assistant Computer Information Systems	CPCJ SP	
	GS (OL)	Computer Information Systems	CPCJ SP	

	Assistant	
GS (OL)	Computer Information Systems	CPCJ SP
	Assistant	
GS (OL)	Computer Information Systems	CPCJ SP
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GS (OL)	Computer Information Systems	CPCJ SP
	Assistant	
GS (OL)	Computer Information Systems	CPCJ SP
	Assistant	
GS (OL)	Computer Information Systems	CPCJ SP
	Assistant	

Enterprise Applications Unit

P-4	Chief	RB Section 28F
P-4	IMIS Implementation Coordinator	RB Section 28F
GS (OL)	Computer Information Systems	RB Section 28F
	Assistant	
GS (OL)	Computer Information Systems	RB Section 28F

Responsible for applications development and maintenance services for administrative (including for CMS) and security purposes. Supports all Internet/Intranet/Web activities.
Responsible for IMIS maintenance.

	Assistant	
GS (OL)	Computer Information Systems Assistant	UNDCP PSC
GS (OL)	Computer Information Systems Assistant	CPCJ PSC
GS (OL)	Computer Information Systems Assistant	UNDCP GP
GS (OL)	Computer Information Systems Assistant	UNDCP GP
GS (OL)	Computer Information Systems Assistant	UNDCP GP

General Support Section

P-5	Chief, General Support Section	RB Section 28F
GS (PL)	Finance and Budget Assistant	RB Section 28F
GS (OL)	Administrative Assistant	RB Section 28F
GS (OL)	Staff Assistant	RB Section 28F
GS (OL)	Transportation Assistant	RB Section 28F
GS (OL)	Supervisor	RB Section 28F
GS (OL)	Travel Assistant	RB Section 28F
GS (OL)	Travel Assistant	RB Section 28F
GS (OL)	Inventory and Supply Assistant	RB Section 28F
GS (OL)	Inventory and Supply Assistant	RB Section 28F
GS (OL)	Inventory and Supply Assistant	RB Section 28F
GS (OL)	Inventory and Supply Assistant	UNDCP PSC
GS (OL)	Buildings Services Assistant	RB Section 28F
GS (OL)	Operations Assistant	RB Section 28F
GS (OL)	Mail, Pouch and Messenger Service Operations assistant	RB Section 28F
GS (OL)	Mail, Pouch and Messenger Service Operations assistant	RB Section 28F
GS (OL)	Mail, Pouch and Messenger Service Operations assistant	RB Section 28F
GS (OL)	Messenger/Clerk	RB Section 28F
GS (OL)	Messenger/Clerk	RB Section 28F
GS (OL)	Messenger/Clerk	RB Section 28F
GS (OL)	Messenger/Clerk	RB Section 28F
GS (OL)	Messenger/Clerk	RB Section 28F
GS (OL)	Messenger/Clerk	RB Section 28F
GS (OL)	Messenger/Clerk	UNDCP PSC

Provides support in the areas of travel and transportation and office space management for all UN Secretariat, UNOV, and UNODC entities in Vienna.

GS (OL)	Messenger/Clerk	UNDCP PSC
GS (OL)	Messenger/Clerk	CPCJ PSC
GS (OL)	Records Assistant	RB Section 28F
GS (OL)	Records Assistant	RB Section 28F

Procurement Section

P-4	Chief, Procurement Section	RB Section 28F
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Responsible for issuance and management of procurement contracts for all UN Secretariat, UNOV, UNODC entities in Vienna and other duty stations of UNODC.

P-3	Procurement Officer	CPCJ SP
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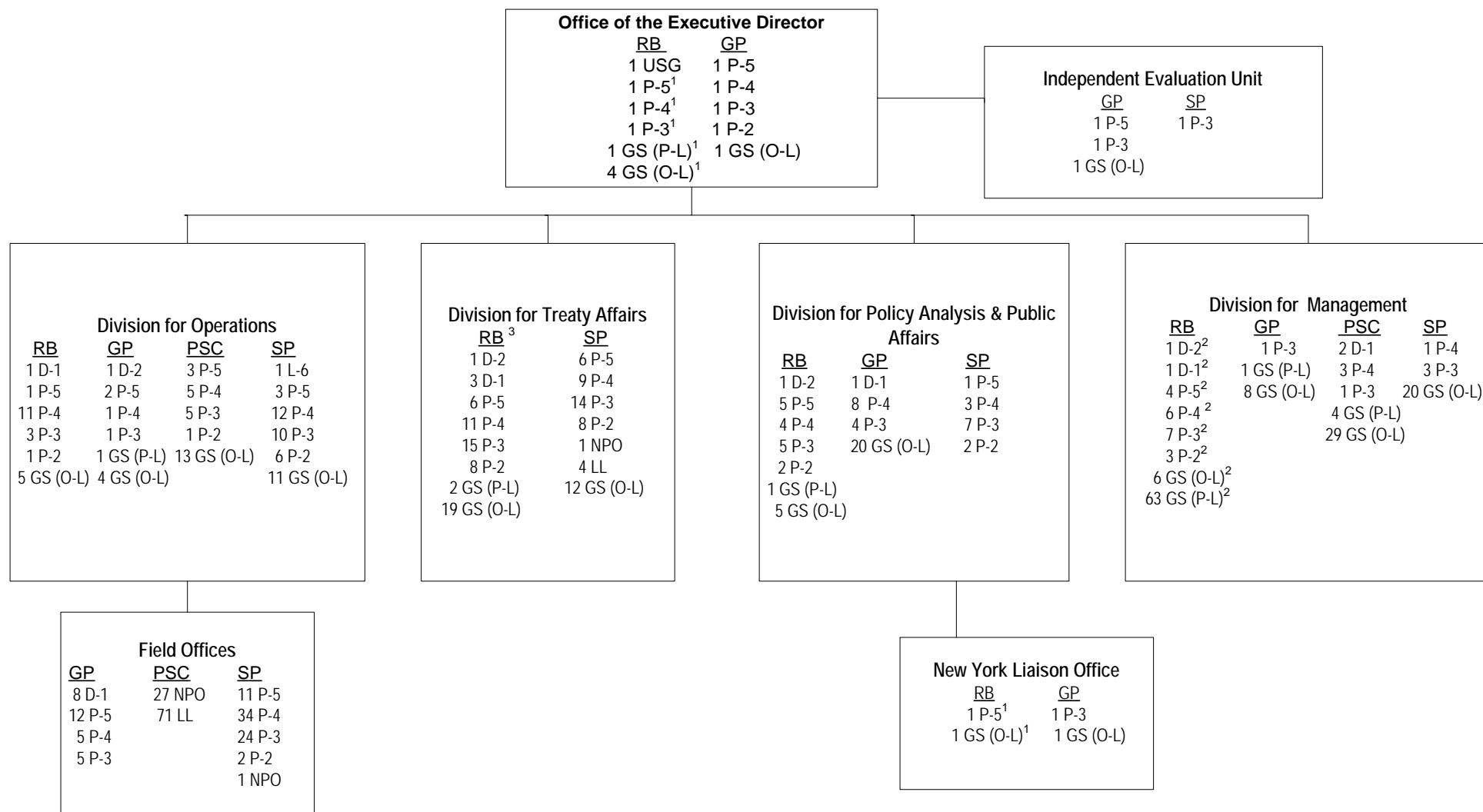
Plan, develop and manage procurement and contractual aspects of the project “Support to the Economic and Financial Crimes Commission and the Nigerian Judiciary” and the related worldwide procurement of diverse services and commodities (e.g. information technology, electronic equipment and instruments, vehicles, building maintenance materials, office supplies, construction, furniture, various consultancies, etc.), as well as undertake ad hoc procurement assignments

GS (OL)	Procurement Assistant	RB Section 28F
GS (OL)	Procurement Assistant	RB Section 28F
GS (OL)	Procurement Assistant	RB Section 28F
GS (OL)	Procurement Assistant	RB Section 28F
GS (OL)	Procurement Assistant	RB Section 28F

CPCJ	United Nations Crime Prevention and Criminal Justice Fund
GP	General-purpose funds
PSC	Programme support cost funds
UNDCP	Fund of the United Nations International Drug Control Programme
RB	Regular Budget

United Nations Office on Drugs and Crime

Organizational structure and post distribution as at 1 December 2008

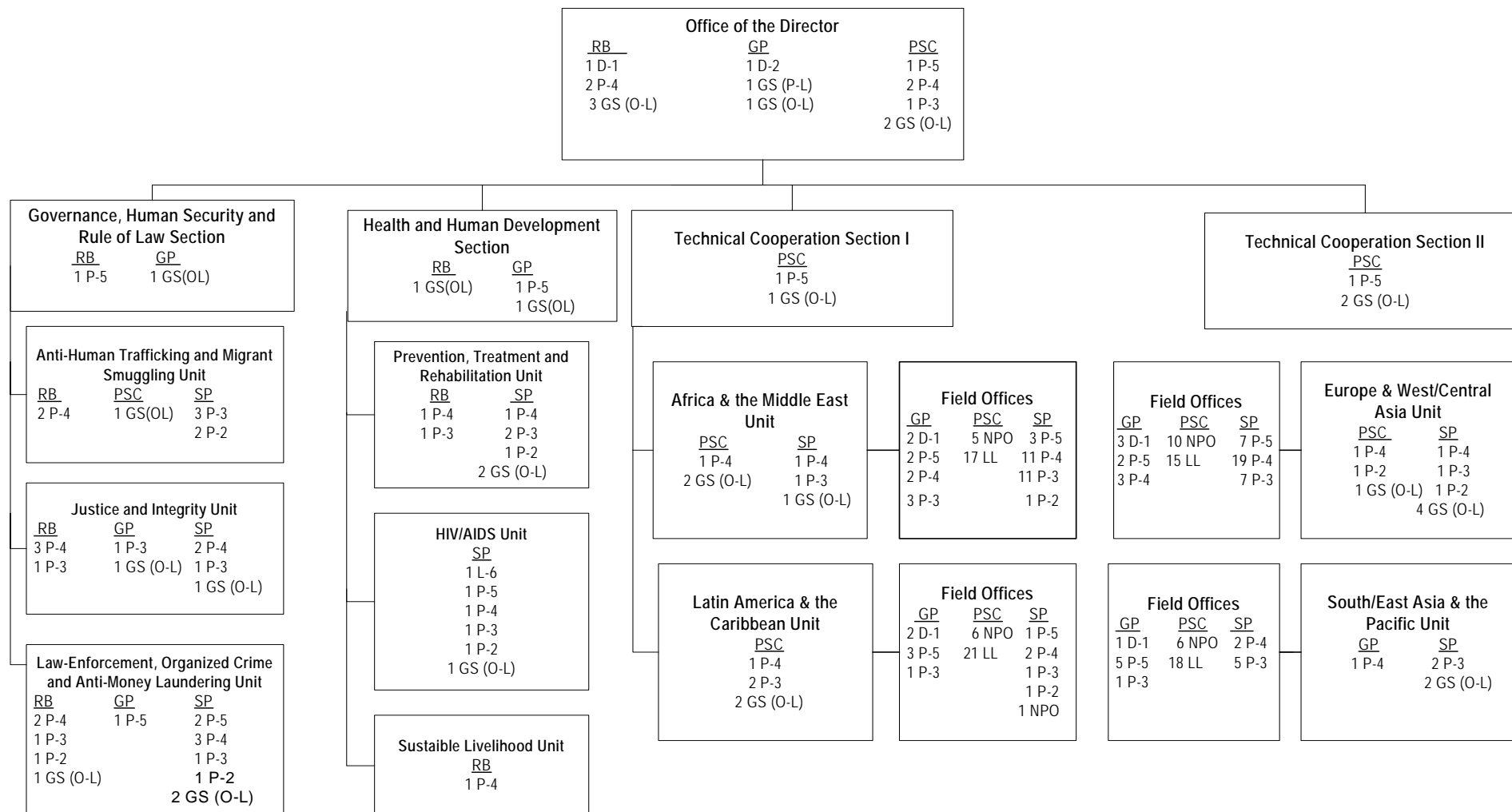


Abbreviations: RB, Regular Budget; GP, General Purpose; PSC, Programme Support Cost; SP, Special Purpose; P, Professional or Expert; NPO, National Programme Officer; LL, Local Level; GS (P-L), General Service (Principal level); GS (O-L), General Service (Other Level)

¹ Posts funded from RB Section 1, Office of the Director General, Vienna ² Posts funded from RB Section 28F, Administration, Vienna

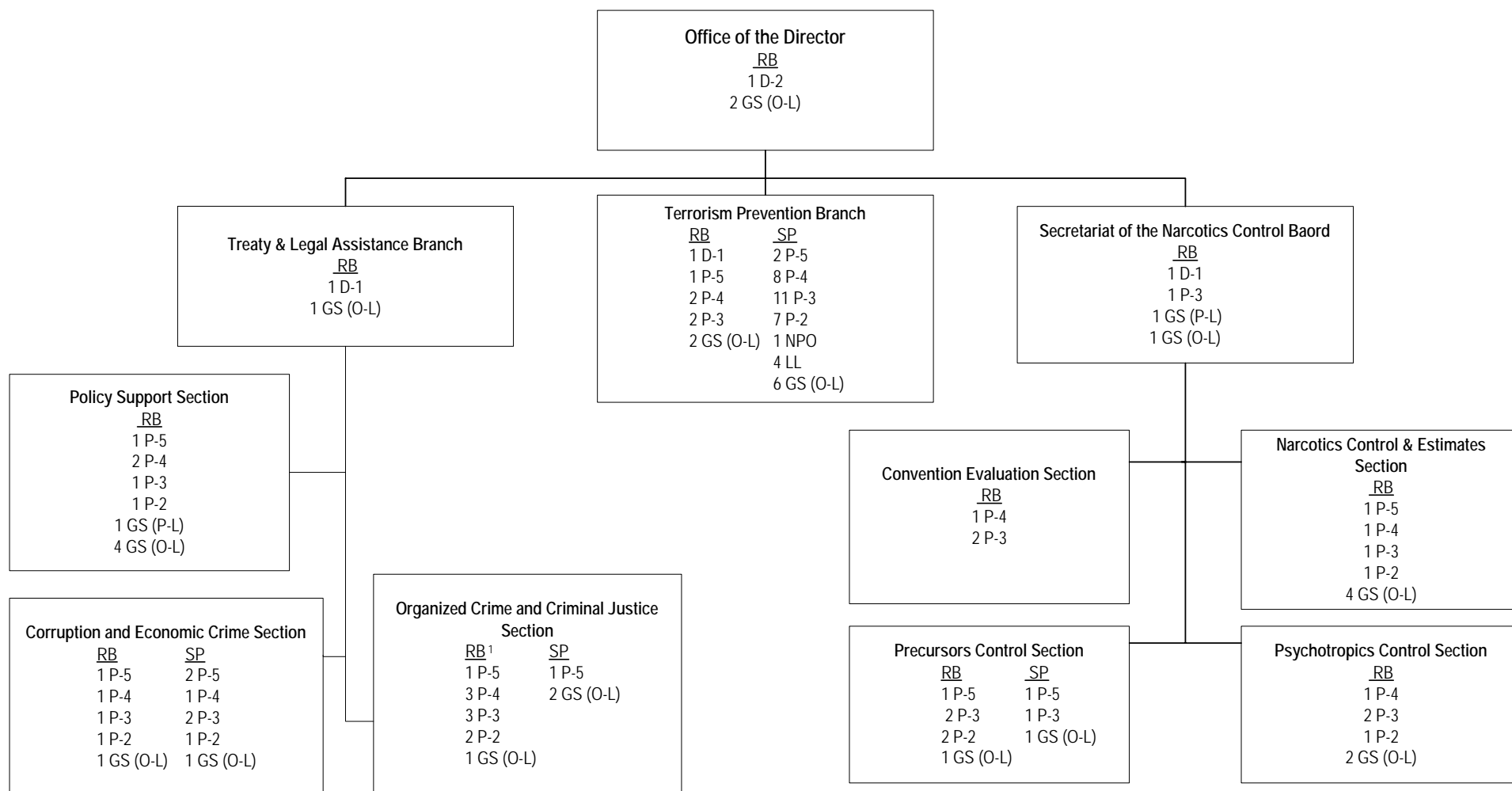
³ Does not include 2 General Temporary Assistance positions (1 L-6 and 1 L-5) funded from RB Section 22, Regular Programme of Technical Cooperation

Division for Operations



Abbreviations: RB, Regular Budget; GP, General Purpose; PSC, Programme Support Cost; SP, Special Purpose; P, Professional or Expert; NPO, National Programme Officer; LL, Local Level; GS (P-L), General Service (Principal level); GS (O-L), General Service (Other Level)

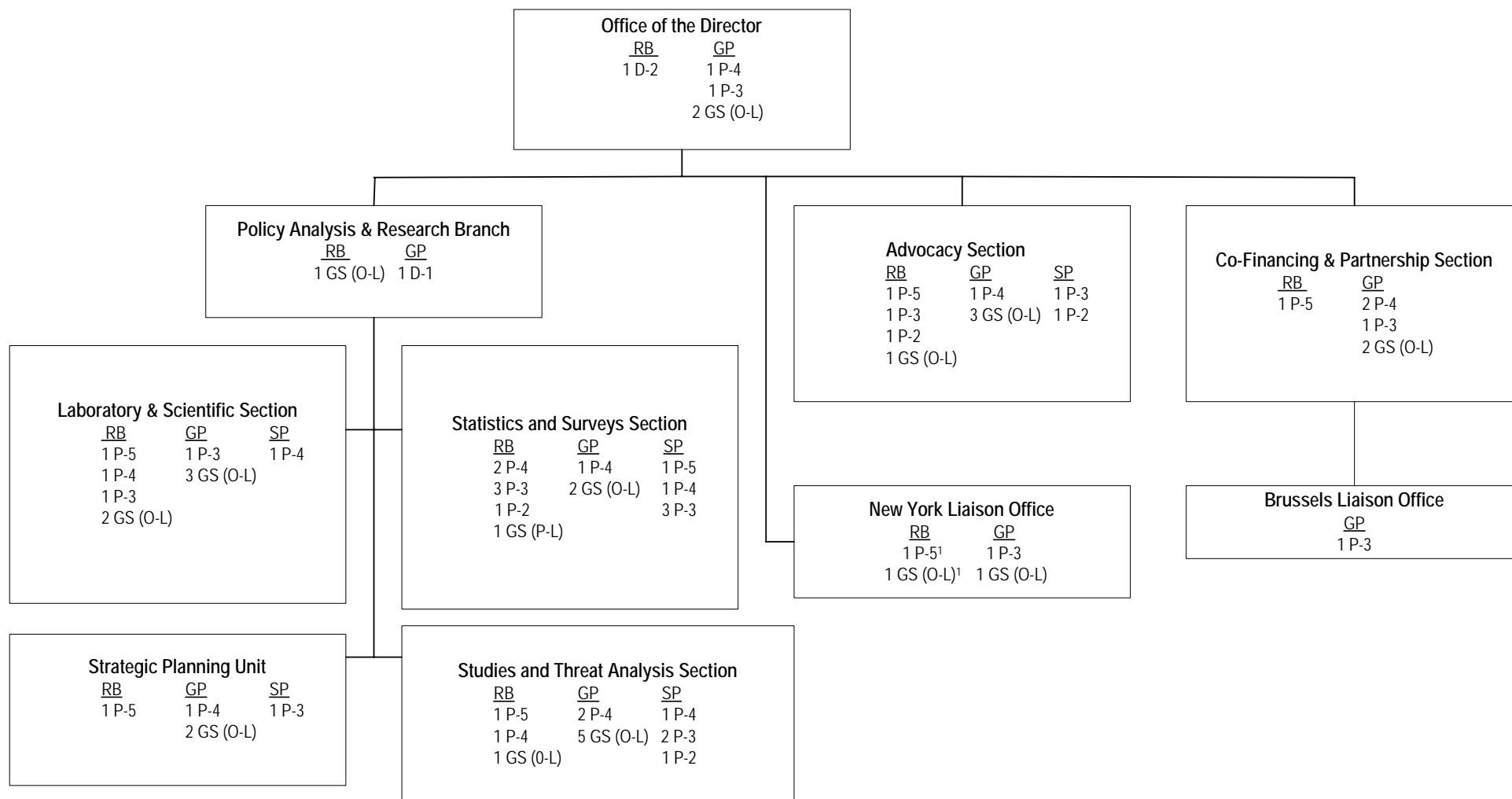
Division for Treaty Affairs



Abbreviations: RB, Regular Budget; GP, General Purpose; PSC, Programme Support Cost; SP, Special Purpose; P, Professional or Expert; NPO, National Programme Officer; LL, Local Level; GS (P-L), General Service (Principal level); GS (O-L), General Service (Other Level)

¹ Does not include 2 General Temporary Assistance positions (1 L-6 and 1 L-5) funded from RB Section 22, Regular Programme of Technical Cooperation

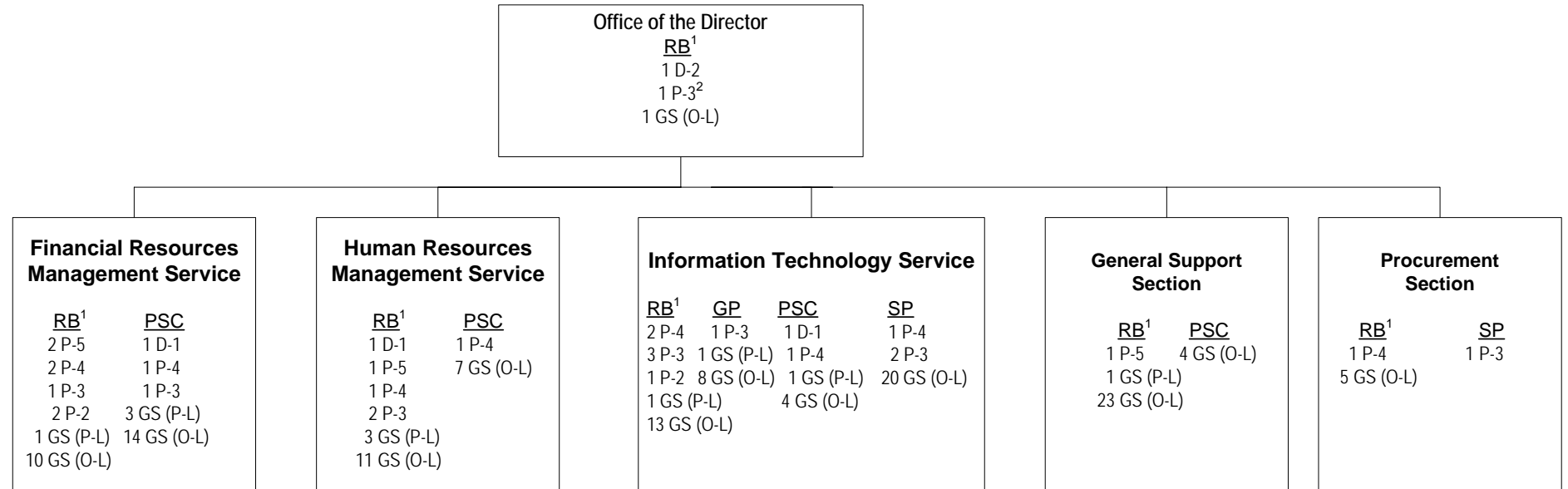
Division for Policy Analysis & Public Affairs



Abbreviations: RB, Regular Budget; GP, General Purpose; PSC, Programme Support Cost; SP, Special Purpose; P, Professional or Expert; NPO, National Programme Officer; LL, Local Level; GS (P-L), General Service (Principal level); GS (O-L), General Service (Other Level)

¹ Posts funded from RB Section 1, Office of the Director General, Vienna

Division for Management



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¹ Posts funded from RB Section 28F, Administration, Vienna

² Post abolished as of 1 January 2009