



# UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

## I. Position Information

<b>Job Code Title:</b>	National Project Officer
<b>Contract Type</b>	Service Contract, SB-4
<b>Duration of contract:</b>	9 months (renewable upon satisfactory performance and availability of funds)
<b>Supervisor:</b>	Deputy Regional Representative
<b>Deadline for Application:</b>	Monday, 31 October 2016

## II. Organizational Context

Within the Regional Programme for the Arab States to Prevent and Combat Crime, Terrorism and Health Threats and Strengthen Criminal Justice Systems in Line with International Human Rights Standards (2016-2021), UNODC is implementing a project on “EGYX49: Supporting Measures to Combat Corruption and Money Laundering and to Foster Asset Recovery in Egypt” to be managed by the UNODC Regional Office for Middle East and North Africa (ROMENA).

The Deputy Regional Representative as Head of the Programme Coordination and Analysis Unit will be the first reporting officer, and ROMENA Regional Representative will be the second reporting officer for the incumbent.

## III. Functions / Key Results Expected

### 1. Summary of key functions:

1. Implementation of the UNODC project “EGYX49: Supporting Measures to Combat Corruption and Money Laundering, and to Foster Asset Recovery, in Egypt”;
2. Within the framework of the Programme Coordination and Analysis Unit (PCAU), contribute to promoting and coordinating the development of UNODC activities and technical assistance projects in the field of anti-corruption;

### 2. Specific tasks to be performed by the National Project Officer:

1. Implement the UNODC project on “EGY/X49: Supporting Measures to Combat Corruption and Money Laundering, and to Foster Asset Recovery, in Egypt”. This will include:
  - Coordinate and oversee the daily activities associated with the implementation of the project, including through proper supervision of national project staff in close coordination with other national and international stakeholders;
  - Provide support to the organisation, coordination and delivery of capacity-building training

- sessions on combating corruption and money laundering, and recovering stolen assets including the development of training materials;
- Provide substantive and technical support to national and international experts on the project;
- Provide technical expertise and assistance in the areas of fighting corruption and money laundering and in asset recovery;
- Undertake all necessary measures for planning and implementation of the project strategies and activities as outlined in the project document.
- Draft detailed work plans, accompanying budgets and budget revisions for all project activities;
- Undertake project reviews, revisions, monitoring and completion of related reporting obligations;
- Oversee all financial and administrative processes to ensure timely completion and compliance with UN rules and regulations;
- Prepare terms of reference for sub-contractors to ensure qualitative and objective procurement of services;
- Carry out any other assignments as required.

2. Within the framework of the Programme Coordination and Analysis Unit (PCAU):

- Contribute to promote and coordinate the development of UNODC activities and technical assistance projects in the field of anti-corruption;
- Support the development of new initiatives and identification of possible involvement of UNODC in the field of anti-corruption, in close cooperation with relevant national counterparts;
- Identify and maintain contacts with national counterparts, including governmental and non-governmental organizations;
- Contribute to promote and strengthen collaborative initiatives between UNODC and other UN agencies;
- Assist in the mobilization of additional resources for implementation of anti-corruption projects.
- Contribute to coordination efforts with related technical Units at UNODC Headquarters; and
- Perform any other required tasks.

#### **IV. Impact of Results**

Smooth implementation of UNODC activities on corruption.

#### **V. Competencies**

**Professionalism:** Sound knowledge of project management, including financial management, strategic planning, monitoring and reporting. Good knowledge and understanding of theories, concepts and approaches relevant to anti-corruption. Good knowledge of the mandates, priorities and operational modalities of UNODC's anti-corruption efforts. Good analytical and problem solving skills, including ability to identify and contribute to the solution of problems/issues; sound judgment and political sensibility.

**Communication:** Effective communication (spoken, written and presentational) skills. Ability to prepare, consolidate inputs and finalize programmatic reports, project documents and other relevant materials.

**Teamwork:** Good inter-personal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.

**Planning, organizing and managing performance:** Ability to plan own work, manage conflicting priorities and to use time efficiently. Ability to organize and implement activities and outputs. Ability to maintain focus and pay attention to necessary details.

**Client orientation:** Ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnership with clients.

**Accountability:** Reliability and a high level of commitment to timely delivery of a heavy volume of high quality outputs and to achieving organizational goals. Strong sense of responsibility and result orientation.

## VI. Recruitment Qualifications

Education and Experience:	<ul style="list-style-type: none"><li>• Advanced University degree in Law, Political Science, Public Policy, Criminology or relevant social or political areas;</li><li>• Six years of relevant effective professional experience in project management;</li><li>• Experience in the field of criminal justice and/or corruption will constitute an important asset;</li><li>• Familiarity with modalities of cooperation with civil society and NGOs;</li><li>• Relevant working experience in providing technical assistance to governments in the Arab region.</li><li>• Work experience with the United Nations or similar international organisations is desirable.</li><li>• Work experience with the Umoja financial management system is desirable.</li></ul>
Other desirable skills:	Experience in the use of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages; experience in handling web-based management systems.
Language Requirements:	<ul style="list-style-type: none"><li>• Excellent written and oral English and Arabic languages.</li></ul>

Interested candidates should submit their duly filled P.11 form\* and a cover letter explaining why they think they are the best candidate for the position to [hr.egypt@unodc.org](mailto:hr.egypt@unodc.org) by **close of business Monday, 31 October 2016, writing in the subject line the title of the position.**

\*P.11 form can be downloaded through:

<http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc>

***Only short-listed candidates will be contacted***