



UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

I. Position Information

Job Code Title: National Programme Officer (Anti-Human Trafficking & Migrant Smuggling)

Contract type: Service Contract

Contract Duration: One year

Grade: SB4

Duty Station: Khartoum, Sudan

Deadline for application: 2 July 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 the project “Strengthening the framework of the Arab Region to prevent and combat human trafficking and migrant smuggling”, managed by the UNODC Regional Office for the Middle East and North Africa (ROMENA).

The Crime Prevention Expert (Human Trafficking and Migrant Smuggling) will be first reporting officer and the Regional Programme Coordinator at ROMENA will be second reporting officer for the incumbent, under the overall supervision of the Regional Representative of ROMENA.

III. Functions / Key Results Expected

1. Under the direct supervision of the Crime Prevention Expert (Human Trafficking and Migrant Smuggling), support the implementation of the UNODC project “Strengthening the framework of the Arab Region to prevent and combat human trafficking and migrant smuggling” in Sudan. This will include:

- Coordinate the planning and implementation of the project activities as outlined in the project document in Sudan;
- Prepare and contribute to field missions and capacity-building activities, including the preparation of workshops and trainings in Sudan, and conduct all related logistical and administrative arrangements. This includes being in charge of the organization of capacity-building events pertaining to the investigation of organized criminal networks, the protection of trafficking victims and vulnerable migrants, best practices in international cooperation, etc.;
- Build solid relations of trust at the working level with the Ministries of Interior and Justice, as well as with other relevant national actors;
- Prepare detailed work plans and accompanying budgets and budget revisions for the timely and realistic achievement of the project objectives, and monitor expenditure as per funding agreement;
- Ensure timely project review, revisions, monitoring and completion of related reporting obligations;
- Prepare various written outputs, such as background papers, correspondence with governments, working papers, mission reports, presentations, project proposals and ad hoc reports in the area of trafficking in persons and migrant smuggling in Sudan;
- Organize and oversee all procurement of services as per project activities and in line with UN procurement regulations and financial rules and support quality assurance of deliverables;
- Control and administer all project documents and maintain updated records for the different project deliverables and revisions;
- Liaise with counterparts and partners at the working level, including government entities and further UN agencies and international organizations, to ensure the participation and contribution of the government to project activities and the coordination of activities among the various international partners;

2. Promote and coordinate the development of UNODC activities and technical assistance projects in the field of human trafficking and migrant smuggling in Sudan. This will include:

- Support the development of new initiatives and identify possible UNODC fields of intervention in close cooperation with relevant national counterparts;
- Promote and strengthen at the working level collaborative initiatives between UNODC and other UN agencies;
- Contribute to the mobilization of additional resources for further technical assistance projects, in line with national strategies and priority areas, and develop concept notes and project documents, when required;
- Coordinate with the related technical units in UNODC ROMENA and HQ for sharing expertise;
- When required, support other Project Coordinators in the implementation of technical assistance activities in Sudan;
- Carry out any other tasks as required.

IV. Impact of Results

Successful implementation of UNODC activities on human trafficking and migrant smuggling according to established workplans.

V. Competencies

Professionalism: Project coordination and administration experience and skills, and understanding of theories, concepts and approaches relevant to crime prevention and international relations. Knowledge of the mandates, priorities and operational modalities of UNODC. 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.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • Advanced university degree in criminal justice, law, international relations, human rights, social sciences or relevant areas. A combination of a first level university degree and a qualifying number of relevant years of experience (two years) might be considered in lieu of the advanced degree.
Experience:	<ul style="list-style-type: none"> • Four years of relevant, progressively responsible professional experience (six years in case of a first level university degree) in the development, coordination and/or administration of projects, including on human rights, criminal justice, international relations, law enforcement, or related areas is required. • Knowledge of and exposure to anti-human trafficking or migrant smuggling work or relevant areas is required. • Work experience with the United Nations system or similar international organization is desirable. • Relevant working experience in providing technical assistance to government authorities in Sudan is desirable. • Knowledge and experience in the Umoja financial management system is desirable.

Language Requirements:	<ul style="list-style-type: none">• Fluency in English and Arabic is required; knowledge of other official UN languages is considered an asset.
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Interested candidates should submit their duly filled P.11 form to hr.egypt@unodc.org, by COB 2 July 2016 quoting the job title, with a covering letter outlining why they think that they are suitable for this position.

Only those candidates that are short-listed for interviews will be notified.