



UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

I. Position Information

Job Code Title:	National Project Officer (Anti-Human Trafficking & Migrant Smuggling)
Contract Type and Grade:	Service Contract, SB-5
Duration of contract:	1 year (renewable upon satisfactory performance and availability of funds)
Supervisors:	Programme Coordinator (Trafficking in Persons and Migrant Smuggling) and the Head of the UNODC Programme Office in Tunisia
Deadline:	6 May 2017
Duty Station:	Tunisia

II. Organizational Context

Within the Regional Programme for the Arab States to Prevent and Combat Crime, Terrorism and Health Threats and to 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 Programme Coordinator (Trafficking in Persons and Migrant Smuggling) located in Cairo, Egypt and the Head of the UNODC Programme Office in Tunisia will be the first reporting officers; and the Deputy Regional Representative located in Cairo, Egypt will be the second reporting officer for the incumbent, under the overall supervision of the UNODC Regional Representative for Middle East and North Africa.

III. Purpose of the assignment

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 Tunisia. This will include:
 - Coordinate the planning and implementation of the project activities as outlined in the project document in Tunisia;
 - Prepare and contribute to field missions and capacity-building activities, including the preparation of workshops and trainings in Tunisia, 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 Tunisia;
- In coordination with the project team in ROMENA, organize all procurement of services as per project activities and in line with UN procurement regulations and financial rules and support quality assurance of deliverables;
- 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 Tunisia. 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;
- Under the guidance of ROMENA, 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 ROMENA and UNODC Headquarters for sharing expertise;
- When required, support other Project Coordinators in the implementation of technical assistance activities in Tunisia or in the MENA region;
- 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 work-plans.

V. Competencies and Critical Success Factors

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 Tunisia is desirable.
Other desirable skills:	<ul style="list-style-type: none"> 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. Work experience with the Umoja financial management system is desirable.
Language Requirements:	<ul style="list-style-type: none"> Fluency, oral and written, in both French, English and Arabic. Knowledge of any other official UN language is an asset.

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 by **close of business Saturday, 6 May 2017, writing in the subject line the title of the position.**

Only short-listed candidates will be contacted