



UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

I. Position Information

Job Code Title:	Project Assistant (Human Trafficking and Migrant Smuggling)
Contract Type and Grade:	Service Contract, SB-3
Duration of contract:	1 year (renewable upon satisfactory performance and availability of funds)
Supervisors:	Programme Coordinator (Trafficking in Persons and Migrant Smuggling)
Deadline for application:	6 May 2017
Duty Station:	Cairo, Egypt

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), Sub-Programme 1 on "Organized Crime", 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), based in Cairo.

The Programme Coordinator (Trafficking in Persons and Migrant Smuggling) located in Cairo, Egypt 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 UNODC Regional Representative for Middle East and North Africa.

III. Purpose of the assignment

Under the direct supervision of the Programme Coordinator (Trafficking in Persons and Migrant Smuggling), the Assistant will support the implementation of the UNODC project "*Strengthening the framework of the Arab Region to prevent and combat human trafficking and migrant smuggling*". This will include:

- Support the administrative and financial planning and logistical implementation of the project strategies and activities as outlined in the project document;
- Support the development of detailed work plans and accompanying budgets and budget revisions for all project activities for the timely and realistic achievement of the project objectives, and monitor expenditure per funding agreement;
- Support timely project review, revisions, monitoring and completion of related reporting obligations;
- Organize and oversee all procurement of services as per project activities and in line with UN procurement regulations and financial rules;
- Monitor the issuance of payments for services procured and costs incurred for the purposes of the project;
- Prepare Terms of Reference for sub-contractors to ensure qualitative and objective procurement of services and support quality assurance of deliverables;

- Prepare and contribute to field missions and capacity-building activities, including the preparation of workshops and trainings in the MENA region under the project, and carry out logistical and administrative arrangements, including the preparation of travel requests and expense reports for meetings' participants;
- Translate short written outputs and communication from English to Arabic and vice versa;
- Control and administer all project documents and maintain updated records for the different project deliverables and revisions;
- Carry out any other tasks as required.

IV. Recruitment Qualifications

Smooth implementation of UNODC activities on human trafficking and migrant smuggling.

V. Competencies and Critical Success Factors

Professionalism: Project administration experience and skills, and general understanding of theories, concepts and approaches relevant to crime prevention and international relations. Knowledge of the 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.

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:	<ul style="list-style-type: none"> • First level university degree in administration, human resources, project management or related areas.
Experience:	<ul style="list-style-type: none"> • Four years of relevant progressively responsible professional experience in the administration of projects, including on human resources, financial management, procurement or related areas is required. • Knowledge of and exposure to anti-human trafficking and/or migrant smuggling work or relevant areas is desirable. • Work experience with the United Nations system or similar international organizations 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 essential; knowledge of French is considered 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