



UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

I. Position Information

Job Code Title:	Regional Project Officer (AIRCOP)
Contract Type and Grade:	Service Contract, SB-5
Duration of contract:	1 year (renewable upon satisfactory performance and availability of funds)
Supervisors:	Regional Programme Coordinator in the UNODC Regional Office for the Middle East and North Africa (ROMENA), under the overall supervision of the Regional representative of ROMENA.
Deadline for application:	17 January 2016

II. Organizational Context

In response to requests from Member States to provide technical assistance related to combating terrorism, organized crime, illicit trafficking and corruption, UNODC delivers technical assistance. The assistance provided supports States strengthening their criminal justice and health systems' capacity to adopt and successfully implement international conventions and protocols, in compliance with the rule of law and human rights norms.

UNODC technical assistance activities in the Middle East and North African region (MENA) are undertaken under the broader framework of the Regional Programme for the Arab States (2016-2021). The Programme contains the following Sub-Programmes: (1) Organized Crime; (2) Terrorism; (3) Anti-Corruption; (4) Criminal Justice; and (5) Health.

Under Sub-Programme 1, UNODC will support Member States building their airport control capacities, particularly in relation to combating illicit trafficking (drugs, arms, cash, etc.) and movements of "suspicious individuals" (foreign terrorist fighters, travelers using forged documents, etc.). Such support will be delivered through the Airport Communication Project (AIRCOP).

The incumbent will perform his/her functions under the direct supervision of the Regional Programme Coordinator (in the Programme Coordination and Analysis Unit) placed at the UNODC Regional Office for the Middle East and North Africa (ROMENA), with substantive guidance from the AIRCOP Programme Officer based in Dakar (Senegal) and under the overall supervision of the Regional Representative of ROMENA.

External contacts:

The work of the incumbent entails dealing with external contacts from different UN agencies and other counterparts inside and outside the duty station.

III. Purpose of the assignment

1. Summary of the key functions:

The incumbent will provide substantive and administrative services related to the implementation of UNODC's AIRCOP project in the MENA region. The incumbent will carry-out the following general tasks:

- Implement UNODC technical assistance in relation to airport control in MENA countries by providing substantive and administrative support and other assigned tasks; and
- Work in close collaboration with UNODC staff both in Cairo and in Programme Offices in the region or beyond to coordinate activities and to ensure consistent service delivery, as well as assist the AIRCOP Project Officer for Africa and, when required, other Project Coordinators in ROMENA implementing and monitoring matters linked to border control.

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

The incumbent will fulfill the functions of Regional Project Officer for all airport control-related activities and initiatives implemented by ROMENA, as well as for other projects as required and if time allows, and will assist in the provision of technical services related to programme implementation in the region. More specifically, the incumbent will fulfill the following tasks:

- Liaise with and mobilize the relevant national authorities in the MENA region for their contribution/participation to the project's events;
- Plan, implement, manage and deliver technical assistance activities at the national and regional levels in accordance with the overall AIRCOP strategy and priorities, in collaboration with national counterparts;
- Contribute to the development of training curricula for law enforcement personnel to combat illicit trafficking (drugs, arms, migrants, contraband, etc.) and foreign terrorist fighters at international airports;
- If required, deliver part of the training curricula to law enforcement personnel in MENA countries;
- Keep abreast with latest national and regional developments in the MENA region in relation to illicit trafficking, border control and terrorism at/through international airports;
- Conduct research and/or contribute to research papers on illicit trafficking and the travel of foreign terrorist fighters through international airports;
- Participate in needs assessment missions and in substantive discussions with national authorities, draft mission reports, and develop technical assistance proposals;
- Establish and maintain close contacts with the local representations of donor countries with a view to keeping them informed of UNODC airport control activities and mobilizing locally-available resources;
- Contribute to a visible and identifiable UNODC airport control expertise in the MENA region, including by representing UNODC at border control-related events;
- Organize international, regional and national conferences, meetings, seminars, training and workshops in the MENA region, and travel to the events' location;
- Provide administrative, financial and substantive support to national and (sub-)regional workshops in order to improve airport control capacity in the MENA region.
- Initiate and finalize budget revisions, workplans, inventory lists, notes to the file, etc. to facilitate implementation and monitoring of project activities;
- Monitor the project on aspects related to expenditure and the preparation of payment requests in UNODC administrative systems;
- Develop a filing system for the project, and maintain filing accordingly;
- Translate relevant documents from English and/or French into Arabic, and from Arabic into English and/or French as necessary.
- Perform other duties, including draft correspondence and contribute to project documents.

VI. Competencies and Critical Success Factors

Professionalism: Has knowledge and understanding of theories, concepts and approaches relevant to border control in general, and search and profiling techniques as well as investigation techniques in particular. Has knowledge of policies and practices in international border management matters as well as in the mandates of the United Nations Office on Drugs and Crime. Has very good research and analytical skills. Is able to identify issues, analyze and participate in the resolution of issues/problems. Is able to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

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: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

V. Recruitment Qualifications

Education and Experience:	<ul style="list-style-type: none"> • Academic training from a recognized national police, customs or other staff training college, with specialization in criminal investigation and/or border management. Alternatively, an advanced university degree (Master’s degree or equivalent) in international relations, law, security studies, scientific studies or a related field will be accepted. A first-level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree or the diploma from a recognised national staff training college. • A minimum of eight years of progressively responsible experience in border management or criminal investigation and/or security sector management or equivalent, at the national and/or international level is required. • Experience in international technical cooperation, project management and implementation is required. • Significant and relevant work experience in a field environment, notably the MENA region, is required. • Work experience with the United Nations or similar international organisations is desirable • Work experience with the Umoja financial management system is desirable.
Other desirable skills:	Experience in the use of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages; experience in handling web-based management systems.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in written and oral English and Arabic languages is required. • Knowledge of French is desirable.

Interested candidates should submit their duly filled P.11 form* and a cover letter explaining why they think they are the best candidates for the position to hr.egypt@unodc.org by **close of business Sunday 17 January 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