



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 (Health in Prison)
Contract Type and Grade:	Service Contract, SB-4
Duration of contract:	12 months (renewable depending on funding availability and incumbent's performance)
Duty Station:	Rabat, Morocco
Supervisors:	Regional HIV Adviser and 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:	23 July 2016

II. Organizational Context

The Regional HIV Adviser who is responsible for the overall coordination and implementation of the technical assistance project entitled: "HIV/AIDS Prevention, Care, Treatment and Support in Prison Settings in the MENA Region" will be first reporting officer; and the Regional Programme Coordinator at the Regional Office for the Middle East and North Africa (ROMENA) will be second reporting officer for the incumbent, under the overall supervision of the Regional Representative of ROMENA. This project aims to enhance the operational capacity of the governments of Egypt, Morocco, and Tunisia, to address the issue of HIV in prison settings. The following are the duties of the incumbent:

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

The incumbent will fulfill the functions of National Project Officer for the Health in Prisons-related activities and initiatives implemented by ROMENA in Morocco, 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 Morocco. More specifically, the incumbent will fulfill the following tasks:

- Support the Regional HIV Adviser to ensure that project at the country level are carried out in a timely fashion.
- Monitor all aspects of project implementation and identify challenges and propose corrective actions to expedite implementation.
- Coordinate with relevant stakeholders nationally and regionally at working level to ensure project objective is attained.

- Undertake regular missions to project activity sites.
- Prepare reports and correspondence relating to progress in implementation (i.e. monthly report, ad hoc reports, activity report, etc.)
- Participate fully in the country level Joint team on AIDS and other UN coordinating initiatives.
- Support, organize and participate in advocacy meetings, round-tables, training workshops and other meetings related to specific HIV/AIDS issues;
- Assist the Regional HIV Adviser in preparing work plan, project and budget revisions by providing up to date implementation information in a timely manner.
- Contribute to the review of programme and grant proposals selection processes.
- Identify gaps and opportunities and develop project proposals, including contribution to Global Fund's and other donor's proposals and advocate for HIV and AIDS as it relates to prison to be adequately funded nationally.
- Assist the Regional HIV Adviser in preparing the internal semi-annual and annual reports and to comply with donor reporting obligations.
- Provide secretariat services to the National level Project Steering Committee.
- Participate in the recruitment of experts and consultants contracted under the project.
- Facilitate mission of the Regional HIV Adviser and other experts providing logistical assistance to the project.
- Establish and maintain financial records (principally records of expenditures) in respect of project costs and ensures timely and accurate submission of financial reports.
- Maintain computer-based correspondence and financial records and filing system to keep accurate track of project documentation.
- Perform other duties as assigned.

VI. Competencies and Critical Success Factors

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission and strategic goals of UNODC.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.
- Ability to work in an international and multicultural environment.
- Excellent conceptual, analytical, negotiating, communication and advocacy skills.
- Ability to formulate and manage budgets, manage transactions, conduct financial analysis and reporting.
- Proven ability to write technical reports and reviews and conduct presentations by clearly formulating positions on issues and defending recommendations.

V. Recruitment Qualifications

Education and Experience:

- A Master's Degree in health, social affairs or related field.
- At least 5 years of working experience on HIV/AIDS and in the management of development projects in the Middle East and North African region is required. Exposure to working with externally-financed donor projects linked to policing or social crime prevention is desirable.
- Work experience with the United Nations or similar international organisations is desirable

	<ul style="list-style-type: none"> • Work experience with the Umoja financial management system is desirable.
Other desirable skills:	<ul style="list-style-type: none"> • Knowledge of word-processing, advanced MS-Excel, and database (MS-Access) is required.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in written and oral English, French and Arabic languages is required. • Knowledge of another UN language is an advantage.

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 Saturday 23 July 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