



# UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

## I. Position Information

Job Code Title:	Programme Associate
Contract Type and Grade:	Service Contract, SB-3-Peg 3
Duration of contract:	1 year (renewable upon satisfactory performance and availability of funds)
Supervisor:	Criminal Justice Programme Manager (ROMENA)
Deadline for Application:	6 August 2015

## II. Organizational Context

Within the Regional Programme on Drug Control, Crime Prevention and Criminal Justice Reform in the Arab States 2011-2015, UNODC is implementing the project "*Rehabilitation and reintegration of juveniles in conflict with the law into the Egyptian society*", managed by the UNODC Regional Office for the Middle East and North Africa (ROMENA).

The incumbent will perform his/her functions under the direct supervision of the Criminal Justice Manager and the overall guidance of UNODC Regional Representative for the Middle East and North Africa in Cairo.

## III. Key Functions / Results Expected

### Summary of Key Functions:

The incumbent will provide administrative, financial and technical support to the Criminal Justice Programme Manager by undertaking the following tasks:

- Provide secretarial, administrative, financial and logistical support to the organization of training courses, seminars, working groups, workshops, study tours, etc. and ensure the timely submission of relevant administrative and financial documentation upon completion of related activities.
- Plan and organize procurement of goods and services required for the project and ensure compliance of the processes with applicable UNODC/UNDP rules and regulations.
- Participate actively in the implementation of the project in accordance with its main objectives/main outcomes and in full compliance with the UNODC relevant rules and regulations.
- Assist in planning supervising and monitoring the work of national consultants working in the different Institutions where the project is operating in the governorates of Cairo Alexandria and Dakahliya;
- Prepare routine correspondence in English and Arabic in connection with monitoring, evaluation and reporting activities;
- Research, compile and organize information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.,
- Draft reports and position papers, related to operational activities, as well as provide inputs to the managers required for the analysis of related development and policy issues,
- Proofread documents and edit texts focusing on accuracy, grammar, punctuation and style, and adherence to established standard formats,
- Review the status of expenditures and compare with approved budget, assist in the preparation of budget revisions and standard financial reports;
- Assist in establishing communication channels with the national counterparts;
- Work in close cooperation with all regional and national actors concerned at the administrative level;
- Maintain and update project files (both paper and electronic) as well as project promotion materials for dissemination to various target audiences;
- Perform other duties as required.

#### **IV. Impact of Results**

Smooth implementation of the activities of the above- mentioned project under UNODC Regional Programme for the Arab States and in accordance with the Regional Office's priorities, where needed.

## V. Competencies and Critical Success Factors

### Corporate Competencies:

- Demonstrates commitment to UNODC mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

### Functional Competencies:

**Teamwork:** Good interpersonal 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 and Organizing:** 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;

**Communications:** 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 the audience; demonstrates openness in sharing information and keeping people informed;

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

## VI. Recruitment Qualifications

Education:	University Degree in Law, Political Science, Business Administration, Public Administration or relevant social science, or related field.
Experience:	Minimum of 6 years of progressively responsible project management experience is required in the fields of criminal justice, human rights, vulnerable children in general and juvenile justice in particular. Experience implying field work is preferable.  Previous work experience with the UN or with other international organizations is considered a strong asset.  Experience with governmental authorities on issues related to children's rights is an asset.
Language Requirements:	Fluency in oral and written English and Arabic is required.

Computer skills:	Experience in the use of computers and office software packages (MS Word, Excel, etc) and advanced knowledge of spreadsheet and database packages. Experience in handling of web based management systems is a plus..
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Interested candidates should e-mail, quoting **the title of the position**, their duly filled P.11 form along with a covering letter as to why they think they are the most suitable ones for this position, to [hr.egypt@unodc.org](mailto:hr.egypt@unodc.org) by COB **6 August 2015**.

*Only short-listed candidates will be contacted.*