



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 (Forensics)
Contract Type and Grade:	Service Contract, SB-4
Duration of contract:	1 year (renewable upon satisfactory performance and availability of funds)
Supervisors:	International Forensics Expert at the UNODC Programme Office in Tunisia
Deadline:	6 May 2017
Duty Station:	Tunisia

II. Organizational Context

UNODC is a global leader in the fight against illicit drugs and international crime. Its technical assistance activities in the Middle East and North Africa (MENA) are undertaken under the broad framework of the Regional Programme on Drug Control, Crime Prevention and Criminal Justice Reform in the Arab States. The Programme contains the following Sub-Programmes: (a) Countering illicit trafficking, organized crime and terrorism; (b) Promoting integrity and building justice; (c) Drug prevention and health.

This position is located in the UNODC Programme Office in Tunisia. The incumbent will perform his/her functions under the direct supervision of the International Forensics Expert (first reporting officer) and the Head of the UNODC Programme Office in Tunisia (second reporting officer), and the overall guidance of the UNODC Regional Representative for the Middle East and North Africa, based in Cairo. He/she will act as a Project Officer under projects pertaining to forensic sciences, criminal justice and security sector reforms in Tunisia, in order to provide substantive and administrative support to the development and implementation of projects.

Work implies frequent interaction with UNODC staff at various levels, staff of other entities of the UN system in Tunis, the Tunisian Territories and in the region, government officials, forensics authorities, representatives of donor countries, national and international institutions (IGOs, NGOs).

III. Purpose of the assignment

1. Summary of the key functions:

The incumbent will assist in the provision of substantive and technical services related to the implementation of UNODC's programme activities. The incumbent will carry-out the following general tasks:

- Contribute to the implementation of UNODC technical assistance in relation to crime scene investigation by providing substantive, technical and logistical support; and
- Work in close collaboration with UNODC staff both in Tunis and in ROMENA and HQ in order to coordinate activities and to ensure consistent service delivery.

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

The incumbent will fulfill the functions of National Project Officer (Forensics), providing substantive support to the development and implementation of the project: Strengthening Tunisian crime scene investigation services. More specifically, the incumbent will fulfill the following tasks:

- Support the planning, management, coordination and implementation of the project strategies and activities as outlined in the project document;
- Support the preparation detailed work plans and accompanying budgets and budget revisions for all project activities;
- Provide support to the timely project review, revisions, monitoring and completion of related reporting obligations;
- Support the monitoring of the implementation of all project activities and report on the progress.
- Support the timely and accurate submission of progress and financial reports;
- Organize and oversee all procurements of goods and services as per project activities and in line with UN/UNDP procurement regulations and financial rules;
- Prepare Terms of Reference for sub-contractors to ensure qualitative and objective procurement of services;
- Prepare and contribute to capacity building activities under the project;
- Develop and deliver training to managing personnel from central laboratory, regional units and relevant actors from other institutions, on planning, organization and coordination of the work at a crime scene;
- Develop and deliver training and awareness-raising activities to relevant criminal justice practitioners;
- Provide assistance in the identification of the needs of crime scene investigation (CSI) personnel;
- Support national counterparts in the development of relevant guidelines and standard operating procedures (SOPs) on evidence collection, preservation, documentation, transportation and handover, crime scene preservation and protection and maintenance of equipment;
- Provide support to the improvement of communication and coordination protocols;
- Assist in the identification of the needs to improve of Forensic Laboratory Sub-Directorate (SDLC) and interior security forces (ISF) academies' forensic training programmes;
- Provide assistance to instructors on the development and delivery of training of trainers at the SDLC and ISF academies';
- Provide assistance to the national counterparts on the development of revised initial and continuing training programmes for SDLC CSI specialists;
- Procure legislative and technical assistance for the revision of criminal procedure;
- Provide assistance to improve SDLC's procedure and governance;
- Contribute to the drafting of background papers, correspondence with governments, working papers, mission reports, presentations, policy proposals and ad hoc reports;
- Correspond with governments at operational level; and
- Perform other duties as required.

IV. Impact of Results

- Smooth implementation of UNODC activities related to the project.
- Effective and timely liaison with colleagues and concerned parties internally and externally;
- Efficient use of resources.

V. Competencies and Critical Success Factors

Professionalism: Has knowledge and understanding of theories, concepts and approaches relevant to criminal justice, crime scene management and forensic sciences. Has knowledge of policies and best practices related to drug control, crime prevention and terrorism prevention efforts at national, regional and international levels. Has knowledge of policies and practices 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.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> Advanced university degree (Master's degree or equivalent) in international relations, law, criminology, security studies or a related field is required. 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.
Experience:	<ul style="list-style-type: none"> Five years of progressively responsible experience are required in administrative and project/programme implementation, of which at least 2 years directly relevant to the project activities. Advanced knowledge of Tunisian institutions, ISF working mechanisms (National Police and National Guard), and Tunisian legislative framework is required. Professional experience and working knowledge of Tunisian and/or international institutions in the areas of forensics and/or scientific police is an asset. Work experience with the United Nations or similar international organisation 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