



UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

I. Position Information

Job Code Title:	Project Associate (Criminal Justice and Prison Reform)
Number of positions:	One (1)
Contract Type and Level:	Service Contract – SB3
Duration of contract:	1 year (renewable upon satisfactory performance and availability of funds)
Supervisor:	National Programme Officer in Lebanon
Deadline for Application:	15 January 2018
Duty Station:	Beirut, Lebanon

II. Organizational Context

Organizational Setting and Reporting Relationships

In response to its enhanced mandates in the area of technical assistance related to criminal justice and prison reform, UNODC continues the assistance supports States in strengthening criminal justice system capacity to implement the international instruments such as Mendella Rules. The technical assistance activities are undertaken under the broad framework of the UNODC – League of Arab States Regional Programme for the Arab States (2016-2021) and a regional project on “*Strengthening prison management and fostering the social reintegration of offenders in line with relevant international standards and norms*”. The following outcomes constitute the project’s focus areas: (i) reviewing the scope of imprisonment and enhancing the resort to non-custodial measures in suitable cases; (ii) strengthening the internal management capacity of national prison services, including staff training; (iii) improving prison conditions and enhancing prison-based rehabilitation programmes; (iv) enhancing the responsiveness to prisoners requiring specific attention; and (v) treating children in conflict with the law, including those deprived of their liberty, in line with relevant international standards and norms.

The Action entitled "Strengthening the rule of law through improved human rights based criminal justice system in Lebanon" will be implemented over a period of three (3) years. It supports the implementation of both UNODC’s Regional Programme, particularly interventions focused on prison reform and juvenile justice and the recently adopted EU funded program "Advancing Juvenile and Criminal Justice in Lebanon".

The project overall objective is to contribute to social stabilization, safe, secure and humane

custody of prisoners, the reduction of recidivism and the prevention of violent extremist ideologies spreading in Lebanon prisons. Activities would seek to address rule of law/human rights compliant performance in terms of handling adults prisoners with offences related to terrorism with a particular attention to children. Nothing that the specific interventions to address the challenge of violent extremism in prisons will be placed within the framework of broader prison efforts addressing detention conditions, prison management and the rehabilitation of prisoners and their reintegration into society.

This position is located in the UNODC Programme Office in Lebanon (POLBN). The incumbent will be under the direct supervision of the National Programme Officer in Beirut, and the Deputy Regional Director located in the regional office in Cairo, Egypt as a second reporting officer, and under the overall guidance of the Regional Representative for the Middle East and North Africa.

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. Functions / Key Results Expected

1. Summary of the key functions:

The incumbent is to provide specific psycho-social expertise at the national level in assisting UNODC undertake its technical assistance activities. The incumbent will carry-out the following activities:

- Contribute to the implementation of UNODC technical assistance activities in Lebanon as required, in the area of criminal justice and prison reform, by planning, preparing and participating in, technical assistance activities, undertaking follow-up activities and other assigned tasks, etc.; and
- Provide substantive input as requested by UNODC for liaison with, and for relevant meetings and initiatives of national organizations and the Lebanese government.

2. Specific tasks to be performed by the Project Associate (Criminal Justice and Prison Reform):

More specifically, the incumbent will fulfill the following tasks:

- Engage with the national authorities at working level in order to ensure participation and contribution to the project activities;
- Assist in establishing communication channels with the national counterparts at the working level;
- Research, compile and organize information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.;
- Participate in the implementation of the project at the substantive level at the field level, 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 and the recruited NGO's working under the project;
- 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;
- Prepare routine correspondence in French, English and Arabic in connection with monitoring,

evaluation and reporting activities;

- Draft reports and position papers, related to operational activities, as well as provide inputs to the National Programme Officer 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;
- 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

1. Successful implementation of UNODC activities on criminal justice in general and prison reform in particular according to established work plans.

2. Provides well-researched and sound analysis and advice on criminal justice and prison reform in the specific area of rehabilitation and reintegration programmes in prisons; delivers outputs in a timely manner; effectively implements and/or supports of programme activities; effectively disseminates best practices and methodologies. Delivers effective substantive and technical assistance in the organization and delivery of training for prison staff. Liaises effectively and in a timely manner and interacts with colleagues and concerned parties internally and externally.

3. Indicators to evaluate the NPO's performance are as follows: (i) the quality, appropriateness, value and timeliness of contributions provided; (ii) the quality, appropriateness, value and timeliness of substantive expertise, advice and input provided with regard to its technical assistance activities; and (iii) the quality, appropriateness, value and timeliness of specialized expertise, advice and input for technical assistance tools.

V. Competencies and Critical Success Factors

Professionalism: Project coordination and administration experience and skills, and understanding of theories, concepts and approaches relevant to crime prevention, prison reform and international relations. Knowledge of the mandates, priorities and 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.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • First level university degree in psychology / social is required or related areas. • Master's degree in psychology / social or related areas is an advantage. A Master degree may be accepted as equivalent to two years of professional experience.
Experience:	<ul style="list-style-type: none"> • At least five years of progressively responsible and directly relevant psycho-social professional level experience (3 years in case of a Master degree) in the development, coordination and/or administration of projects on human rights, social reintegration, criminal justice, prison reform, or related areas is required. • Knowledge of and exposure to prison reform or relevant areas is required • Work experience with the United Nations system or similar international organization is an advantage • Relevant working experience in providing technical assistance to governments in the Arab region is an advantage.
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 are required; • Experience in handling web-based management systems is an advantage. • Knowledge and experience in the Umoja financial management system is an advantage.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in Arabic, English and French is required. • Excellent drafting skills are required.

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 hregypt@un.org by **close of business Monday, 15 January 2018, writing in the subject line the title of the position.**

Only short-listed candidates will be contacted