**CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY***

**TERMS OF REFERENCE**

Functional Title of Post: **National Project Officer (Crime Prevention)**

Classified Level of Post: SB-4

Project Number: GLOZ82 (activities under Pillar II related to youth crime prevention)

Organizational Location: UNODC Regional Office for Southern Africa (ROSAF)

Duty Station: Pretoria, South Africa

Duration: One year (Extension subject to availability of funds)

**Organizational Setting and Reporting Relationships:**

Within the context of UNODC’s Doha Declaration[[1]](#footnote-1) Implementation Programme (GLOZ82), as well as the UNODC-SADC Regional Programme ”Making the Southern African Development Community (SADC) Region Safer from Drugs and Crime” this position is located in UNODC ROSAF in Pretoria, South Africa. The incumbent will work under the direct supervision of the Regional Representative and substantive guidance of the Justice Section, Division for Operations, UNODC Headquarters Vienna.

**Responsibilities:**

Within assigned authority, the National Project Officer will assist in the implementation of the above-mentioned Programme, in particular activities related to crime prevention, e.g among Youth.

*In particular, the incumbent will be responsible for the following specific duties:*

* Assist in coordinating programme implementation, including by performing management, administrative and financial action in line with the UN rules and regulations and in close coordination with UNODC Justice Section and ROSAF Programme Management Unit;
* Provide substantive and technical expertise for the implementation and assessment of the programme, including the collection, compilation and analysis of relevant background data and information, including on youth crime prevention;
* Provide training and other capacity-building assistance for crime prevention and criminal justice actors, including support to the development of technical assistance materials;
* Undertake negotiations and consultations on crime prevention and criminal justice issues, especially those concerning youth crime prevention with relevant international bodies and organizations and NGOs, as required;
* Provide technical assistance to ensure implementation of activities and events at national and regional level as foreseen in the programme;
* Contribute to adapting UNODC training and capacity-building tools and promote their use and application by respective target groups;
* Compile information on best practices in preventing youth crime;
* Oversee the work of consultants hired by the programme, including trainers of trainers;
* Coordinate with other intergovernmental organizations, relevant non-governmental organizations and institutions which are active in the provision of training on related issues at the regional or country level, as required;
* Prepare advocacy materials in support of the crime prevention initiatives foreseen under the programme;
* Prepare technical presentations on the programme activities as required;
* Ensure coordination and cross-utilization of programme activities with other UNODC initiatives and activities to maximize the impact of the assistance and to contribute to the implementation of UNODC Regional Programme in Southern Africa, as relevant;
* Act as UNODC focal point in relevant UN coordination mechanisms in South Africa to ensure coordination of UNODC intervention with broader UN work in the country;
* Perform other duties, as required.

**Work implies frequent interactions with the following:**

National and international counterparts, including Ministries and other authorities and actors in the areas of security, education, youth and sports; UNODC and other UN staff in South Africa and in the Region, consultants and experts.

**Results Expected:**

Provides well-researched and sound analysis and advice on crime prevention and criminal justice related developments in countries and region, in the specific areas of youth development and youth crime prevention. Provides support for the development of support structures in selected communities to promote evidence-based crime prevention by ensuring the effective implementation and monitoring of an evidence-informed life skills training programme that has been developed by UNODC (e.g. support the development of context-specific training materials, oversee the work of train-the-trainers, ensure monitoring). Organises evidence-based crime prevention related activities, including events at national and regional level for youth (boys and girls) to promote a culture of lawfulness.

Delivers outputs in a timely manner; effectively implements and/or supports of programme activities; effectively disseminates best practices and methodologies. Organizes and participates in field missions. Delivers effective substantive and technical assistance, e.g. in the organization and delivery of training for crime prevention and criminal justice administrators. Liaises effectively and in a timely manner and interacts with colleagues and concerned parties internally and externally.

**Competencies:**

* **Professionalism:**

Has in-depth knowledge and specialization in the field of human trafficking and/or migrant smuggling. Has knowledge of policies and practices in crime prevention and criminal justice, as well as the mandates of the United Nations Office on Drugs and Crime. Has knowledge of and specialization in substantive and functional areas with very good research and analytical skills. Is able to identify and contribute to the solution of problems/issues. Has knowledge of various research methodologies and sources, including electronic sources on the internet, intranet and other databases. 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:**

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

* **Client Orientation:**

Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Qualifications:**

**Education:**

Advanced university degree (Master’s degree or equivalent) in criminal law, criminology, and/or related social science, international relations, political science, law, or public administration. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:**

A minimum of five years of relevant professional experience in crime prevention and criminal justice at national and/or international levels is required. Direct experience in youth development and youth crime prevention and familiarity with sports-based interventions is an asset. Familiarity with project formulation, implementation and monitoring, and exposure to international development cooperation is highly desirable. Living/working experience in developing countries and proven cross-cultural and gender sensitivity are highly desirable.

**Language:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English, i.e. oral and written proficiency, is required and knowledge of French is desirable. Knowledge of another UN official language is an advantage.

**Interested candidates are invited to send a motivation letter, CV highlighting the experiences in similar assignments, references, a completed Personal History Form (P11 Form) and a confirmation of availability to the following email address:**

[**Rhoda.mafemba@unodc.org**](mailto:Rhoda.mafemba@unodc.org)

**Copy: johannes.dehaan@undc.org**

**Please include the position title and Project Number: ( GLOZ82) in the subject line.**

**Vacancy announcement is done:**

1. **Through our other UN Agencies networks**
2. [**http://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html**](http://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html)

**Personal History Forms attached herewith or get it from at** [**www.unodc.org/recruit/p11new.doc**](http://www.unodc.org/recruit/p11new.doc)

**Qualified candidates who are not number one on this post could also be considered for other alike posts.**

**Candidates who do not follow application procedures will be automatically disqualified.**

**Deadline is before 12 midnight on 31 December 2016**

**Only short-listed candidates will be contacted.**

1. Doha Declaration on integrating crime prevention and criminal justice into the wider United Nations agenda to address social and economic challenges and to promote the rule of law at the national and international levels, and public participation (13th UN Congress on Crime Prevention and Criminal Justice, Doha, 12-19 April 2015). [↑](#footnote-ref-1)