

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

TERMS OF REFERENCE

Functional Title of Post:	National Project Officer (Human Trafficking and Migrant Smuggling)
Classified Level of Post:	SB4
Project Title:	GLO.ACT - Global Action to Prevent and Address Trafficking in Persons and the Smuggling of Migrants; Regional Programme for Southern Africa
Project Number:	(GLOZ67);
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:

This position is located in UNODC ROSAF in Pretoria, South Africa. The incumbent will work under the direct supervision of Programme Officer (Criminal Justice), located at the UNODC Regional Office for Southern Africa in Pretoria, South Africa, substantive guidance of the GLO.ACT Project Coordinator located at UNODC Vienna, as well as the overall oversight by the Regional Representative for UNODC ROSAF.

Responsibilities:

Within assigned authority, the National Project Officer will assist in the implementation of the UNODC GLO.ACT project “Global action to prevent and address trafficking in persons and the smuggling of migrants” and related activities under the UNODC Regional Programme for Southern Africa “Making the Southern African Development Community Safer from Crime and Drugs”.

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

- Provide substantive and technical expertise for the implementation and assessment of the project, including the collection, compilation and analysis of relevant background data and information on trafficking in persons and smuggling of migrants;
- Undertake associated desk research and assessment missions;
- Assist in coordinating project implementation, for example, by performing management, administrative and financial action in line with UN rules and regulations and in close coordination with UNODC ROSAF Programme Management Unit;
- Attend and contribute to technical consultations with participating countries, donors and other actors on measures against trafficking in persons and/or smuggling of migrants;
- Facilitate and provide training and other capacity-building assistance for criminal

- justice actors, including the development of related technical material.
- Undertake negotiations and consultations on anti-trafficking in persons and anti-smuggling issues, especially those concerning criminal justice, with relevant international and regional bodies and NGOs, as required;
- Prepare technical presentations on the project at related regional/international events, as required;
- Ensure coordination and cross-utilization of project activities with the relevant UNODC initiatives and activities to maximize the impact of the assistance, contribute to the implementation of UNODC Regional Programme in Southern Africa, as relevant;
- Design and facilitate interregional, regional and national training activities targeted to criminal justice with focus on trafficking in persons and smuggling of migrants;
- Design, prepare and/or facilitate standardized training materials, as an ongoing task;
- Provide legislative and policy development assistance on criminal justice matters broadly, but with a particular focus on trafficking in persons and smuggling of migrants based on the United Nations Convention against; Transnational Organised Crime and its Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children; and the Protocol on Smuggling of Migrants by Land, Sea and Air
- Contribute to updating, by reviewing and revising, relevant UNODC training and capacity-building tools; promote their use and application by respective target groups; compile information on best practices in the response to trafficking in persons and smuggling of migrants;
- 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;
- 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, UN staff in South Africa and in the Region, UNODC staff, 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 trafficking in persons and smuggling of migrants, with special focus on law enforcement and prosecution/criminal justice; 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 international levels is required. Direct experience in the criminal investigation and/or prosecution of transnational organized crime, on cases of

trafficking in persons and/or smuggling of migrants, or other roles concerning the response to trafficking in persons and/or smuggling of migrants at gradually increasing levels of responsibility is an asset. Experience in international criminal justice matters as well as 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

Please include the position title and Project Number: (GLOZ67) in the subject line.

Personal History Forms attached herewith or get it from at www.unodc.org/recruit/p11new.doc

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

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

Deadline is before 12 midnight on **06 November 2016**

Only short-listed candidates will be contacted.