

Vacancy ANNOUNCEMENT	
VACANCY No. NPO/POZMB/003/2017 Closing Date: 31 December 2017 time: 23h59	
Functional Title: National Programme Officer Duty Station: Lusaka, ZAMBIA Grade: NOC / ICS-10 Type of Contract: Fixed Term Duration: 1 Year (Renewable with funding availability)	
Special Notice	<p>This is a project post. Filling of this position is subject to funding availability and the initial appointment will be for a period of one year. Extension of the appointment is subject to extension of the mandate and/or the availability of funds.</p> <p>The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.</p>
Org. Setting and Reporting	<p>This position will be located in Lusaka and is part of the Regional Office for Southern Africa (ROSAF). The incumbent will work under the direct supervision of the Regional HIV Coordinator at the Regional Office for Southern Africa and the Crime Prevention and Criminal Justice Officer (prison reform) at the Justice Section in UNODC Headquarters as well as overall oversight of the Regional Representative in Southern Africa.</p> <p>The focus of this post is to lead the implementation of UNODC's mandate in Zambia as related to prison reform, in particular in the fields of (i) health services in prisons; as well as (ii) the rehabilitation and social reintegration of prisoners. In carrying out these tasks the incumbent will work in close cooperation with ROSAF Programme Management Unit and Management structures of relevant projects.</p>
Responsibilities / Key Results	
<p>The incumbent will undertake the following tasks:</p> <p>1. Coordinate the implementation of the UNODC project entitled “Supporting Minimum Standards for HIV, Health and Rights in Prison Populations of Sub-Saharan Africa” (XSSW23), aiming to enhance the country's operational capacity to address the issue of HIV prevention and care in prison settings;</p>	

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2. Coordinate the implementation of the prisoner rehabilitation component of UNODC's Global Programme on the Implementation of the Doha Declaration (GLOZ82) in Zambia and Southern Africa more broadly. More specifically, this will include: (i) raising awareness of the importance of preparing prisoners for a successful reintegration into society upon release through both prison-based programmes and post-release support, thereby effectively preventing recidivism; and (ii) providing technical guidance to prison administrations on prison-based rehabilitation programmes, encompassing education, vocational training and work programmes; and (iii) actively supporting the initiation of pilot initiatives in pilot countries.
3. Contribute to the implementation of the UNODC – SADC Regional Programme "Making SADC community safer from Crime and Drugs" as relevant to the prison reform, HIV and health issues.
4. Support coordination among the various UNODC activities covered in Zambia to ensure synergy within UNODC work through-out Zambia.
5. Establish and maintain regular contact with relevant government partners and officials;
6. In collaboration with the UN and other partners, coordinate and manage policy development and strategic planning, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies within the thematic area of HIV in prisons and prison reform more broadly; and support corresponding programming efforts.
7. Facilitate the development of annual national work plans in line with HIV Regional Programme activities. Coordinate and facilitate the engagement and capacity building of civil society organizations related to HIV prevention and care in prison settings
9. Supervise and oversee the work of project staff, consultants and the contractors
10. Perform other duties as may be assigned by the supervisor.

Recruitment Qualifications -

Education	Advanced university degree (Master's degree or equivalent) in public health, social sciences or in another relevant discipline, is required. Or a first-level university degree (Bachelor's Degree or equivalent) in similar fields in combination with minimum 7 years of qualifying professional experience may be accepted in lieu of the advanced university degree.
Experience	A minimum of 5 years of progressively responsible professional experience in managing programmes related to prison reform, SRHR and HIV/AIDS prevention, treatment and care programmes in prison settings at national level is required. Experience in building successful partnerships and networking with a wide range of external partners and organizations and experience in leading a team is required. Sensitivity to political issues and adaptability to local

	<p>environment, hardship and security/emergency is required. Experience in working with law enforcement agencies or criminal justice partners is highly desirable. Experience in working with UN or similar international organization is an asset. Working/living experience in the country is desirable.</p>
<p>Competencies</p>	<p><u>Professionalism:</u> Has knowledge and understanding of theories, concepts and approaches relevant to crime prevention and criminal justice as well as health issues, including relevant international standards and norms, such as the United Nations Standard Minimum Rules for the Treatment of Prisoners (the Nelson Mandela Rules). Has demonstrated ability to provide effective specialized support and advice in a broad range of development assistance issues in particular as it relates to prisons and HIV/AIDS. Has ability to ensure adequate preparation of reports or rationale with respect to key technical assistance decisions. Is able to identify issues, analyze and participate in the resolution of issues/problems. Is able to apply good judgment in the context of assignments given, plan own work and the work of others and manage conflicting priorities. Is able to lead and coordinate a team and revise the work of others. Is able to deliver outputs in line with agreed schedules, budgets and quality standards in line with prevailing rules, regulations and procedures. Has very good communication skills to liaise, negotiate and advocate with key stakeholders. Has proven ability to write reports and to review and conduct presentations. 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.</p> <p><u>Accountability:</u> Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.</p> <p><u>Teamwork:</u> 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.</p>

	<p><u>Managing Performance</u>: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.</p> <p><u>Judgement/Decision-making</u>: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.</p>
Assessment	Short-listed applicants may be required to undergo relevant skills tests and reference checks will be done. Evaluation of qualified candidates will be followed by a competency-based interview.
<p>Qualified and interested candidates can send their Cover Letter, Curriculum Vitae and completed P11 Form applications to: hr.unodc.za@unodc.org <i>(incomplete applications will not be considered)</i></p> <p>These TOR's will also be available on UNODC website: https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html</p> <p>Correspondence will be limited to shortlisted candidates only <i>UNODC reserves the right not to make an appointment.</i></p>	