CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

VACANCY ANNOUNCEMENT

TERMS OF REFERENCE

**Functional Title of Post**: National Project Officer (Gender-Based Violence)

**Classified Level of Post**: SB5

**Programme/Project Title**: Activities under Pillar II of the joint UNODC-SADC Regional Programme related to Violence against Women and Children

**Organizational Location**: Regional Office for Southern Africa (ROSAF) Division for Operations (DO) United Nations Office on Drugs and Crime (UNODC)

**Duty station**: Pretoria, South Africa

**Duration**: 1 Year (Extension subject to availability of funds and incumbent’s performance)

**ROSTER RECRUITMENT**

Organizational Setting and Reporting Relationships:

This position is located at the UNODC Regional Office for Southern Africa in Pretoria, South Africa (ROSAF). The incumbent will work under the overall guidance of the Regional Representative for UNODC ROSAF and direct supervision of the Crime Prevention and Criminal Justice Officer and with close collaboration with the ROSAF Programme Management Unit. The National Project Officer will provide substantive technical expertise, guidance, reporting and coordination within the context of UNODC-SADC Regional Programme “Making the Southern African Development Community (SADC) Region Safer from Crime and Drugs” 2020 – 2023 with specific focus on Violence against Women and Children and the relevant UNODC project XASV23.

**Duties and Responsibilities:**

The National Project Officer will be responsible for the following duties:

1) Plan, manage and coordinate programme implementation, through performance of programming, administrative and financial actions in line with the UN Rules and Regulations;

2) Provide substantive and technical expertise for the implementation and assessment of the programme, including collection, compilation and analysis of relevant background data on Gender-Based Violence and Violence against Children;

3) Support technical assistance interventions in ROSAF member states in support of the programme implementation;

4) Provide training and capacity-building assistance for criminal justice actors and stakeholders,
including supporting the development of technical assistance materials and the trainings for criminal justice practitioners;

5) Undertake consultations on criminal justice issues, especially concerning Violence against Women and Children with regional and national counterparts, other UN agencies; international organizations and consultants, as and when required;

6) Contribute to adapting UNODC training and capacity-building tools and promote their use and application by respective target groups;

7) Contribute towards the development of new Projects and Project Proposals relating to Criminal Justice and violence against women and children;

8) Contribute to the recruitment and management of consultants and individual contractors under the Project;

9) Prepare and implement programme work-plan, in line with UNODC rules and take rectifying actions for any underperforming components;

10) Organize and prepare substantive and technical written outputs, including draft background papers, analysis, reports on Programme activities, meeting agendas, meeting notes/minutes and presentations;

11) Ensure coordination and cross-utilization of programme activities with other UNODC initiatives and activities to maximize the impact which contributes to the implementation of UNODC Regional Programme in Southern Africa;

12) Perform other duties as required.

Work requires frequent interactions with the following:
National authorities, UN Agencies, SADC Secretariat and UN staff in South Africa Region and Globally, consultants and experts.

Results Expected:

- Provides well-researched and sound analysis and advice on crime prevention and criminal justice related developments in countries and regions, in the specific areas of GBV and violence against children;
- 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 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.

Core Competencies:

**Professionalism**

- Has in-depth knowledge on crime prevention and criminal justice response in addressing violence against women and children.
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.

**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.

**Planning and Organizing** – 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.

**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.

**Qualifications:**

**Education:**
Advanced university degree (Master’s degree or equivalent) in law (e.g. criminal law, criminology), social science, international relations, political science or public administration 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.

**Work Experience:**
A minimum of five years of professional experience in criminal justice, as relevant to the post at national and/or regional levels is required. Direct experience in implementing programmes in crime prevention is an asset. Familiarity with project formulation, implementation and monitoring,
and exposure to international development cooperation is highly desirable. The position includes frequent travel. Experience in providing technical assistance to national counterparts for criminal justice is desirable.

**Language:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English with excellent drafting and communication skills, is required. Knowledge of another UN official language is an advantage.

Qualified and interested candidates can send Cover Letter, Curriculum Vitae and completed UN P11 form with the Subject line ‘**National Project Officer (Gender-Based Violence)**’ to takalani.godobedza@un.org

**Assessment:** Evaluation of applications may include a written assessment which may be followed by a competency-based interview.

These TOR’s will also be available on the UNODC website: https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html

Correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.

*N.B. Please note that this is a Roster Recruitment*

**CLOSING DATE FOR APPLICATIONS:** 1 May 2020