



Special Message

Recirculation: TJO 14-22-P-TEMP (Kabul): Temporary Job Opening for Senior Programme Officer (Counter-Narcotics and Alternative Livelihood Advisor), UNODC/DO/IPB/COAFG (deadline 25 April 2014)

Date Posted: Friday, 11 April 2014

TEMPORARY JOB OPENING ANNOUNCEMENT			
Recirc. 14-22-P-TEMP			
TJO Number			
P-5		Senior Programme Officer (Counter-Narcotics and Alternative Livelihood Advisor)	
TJO Grade Level		Functional Title	
Country Office in Afghanistan (COAFG) Integrated Programme and Oversight Branch (IPB) Division for Operations (DO) United Nations Office on Drugs and Crime UNODC			
Office			
Kabul, Afghanistan			
Duty Station			
	P-4 and P-5		25 April 2014
	Open to (Current Grade of Applicant)		Deadline (DD/MM/YYYY)

Service/Section:	COAFG	Estimated Start Date:	asap
Duration:	11 months	Open to External Candidates?	Yes

ORGANIZATIONAL SETTING AND REPORTING RELATIONSHIPS

This position is located in the UNODC Country Office in Afghanistan (COAFG) in Kabul. Under the direct supervision of the UNODC Representative in COAFG and/or his designated official, the incumbent acts as the Manager of the COAFG Counter-Narcotics (CN) Capacity Development and Alternative Livelihood (AL) Section and as Adviser to COAFG Senior Management on all aspects of the UNODC COAFG Counter-Narcotics Capacity-Building Programme, and manages a major programme portfolio in the related subject areas. He/she leads the CN team in strategic planning and identifies new project areas while ensuring consistency with the UNDAF and other UNODC priorities and strategies and responds to emerging challenges and opportunities related to CN and AL.

The CN-AL section at present consists of approximately 50 staff in Kabul and five regional provincial offices located in Faizabad, Herat, Jalalabad, Kandahar and Mazar.

Filling of this position is subject to availability of funding.

DUTIES AND RESPONSIBILITIES

Under delegated authority, the incumbent will be responsible for the following specific duties:

- Ensure the strategic direction and management of the Counter-Narcotics and Alternative Livelihood Programme;
- Act as adviser to senior management of UNODC on strategic and programmatic issues related to all aspects of Counter-Narcotics and Alternative Livelihood development, including provincial outreach matters;
- Provide high-quality technical advice to senior Government officials in Afghanistan on all aspects of counter-narcotics and livelihood-related matters including the Ministry of Counter-Narcotics, Ministry of Rural Rehabilitating Development and the Ministry of Agriculture, Irrigation and Livestock;
- Develop and maintain close working relations with partners, including donors, and other external institutions, as appropriate; coordinate counter-narcotics capacity-building and livelihood efforts among international partners with a view to ensuring an integrated approach to development and liaise closely with organizations and diplomatic missions in the formulation and communication of counter-narcotics and livelihood policy and strategy;
- Ensure consistency in all programme activities with the Afghanistan National Priority Programmes (NPPs), the National Drug Control Strategy (NDCS) and associated policies, the UNDAF and other UNODC priorities and strategies; identify synergies and common needs and opportunities for action;
- Manage related programme/projects, including the continued monitoring of implementation and ensuring compliance with UNODC standards and procedures; carry out strategic oversight of planning, budgeting, implementing and monitoring of the programme/projects in consultation with the Operations team;
- Identify and develop new programme areas;
- Ensure timely and high-quality reporting on all programme activities;
- Oversee and plan the work and guide project staff, foster teamwork and communication among staff;
- Undertake travel/missions both within Afghanistan and to other countries;
- Participate at high-level meetings and conferences related to the counter-narcotics mandate of UNODC;
- Carry out other tasks, as assigned.

COMPETENCIES

Professionalism: Has knowledge of policies and practices in international drug control and crime prevention, as well as the mandates, major developments and challenges in functional and substantive areas covered by UNODC. Has in-depth substantive and technical knowledge and expertise in overall counter-narcotics issues; and proven conceptual and analytical skills that lead to the formulation of policies, programmes, strategies and recommendations. Is able to identify key strategic issues, opportunities and risks. Is able to generate and communicate broad and compelling organizational direction. Is able to clearly communicate links between the Organization's strategy and the work unit's goals. Has demonstrated ability to provide innovative technical leadership by performing and/or overseeing the planning, development, and management of operation. 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.

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.

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.

Managerial competencies

Leadership: Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Empowering others: Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility; genuinely values all staff members’ input and expertise; shows appreciation and rewards achievement and effort; involves others when making decisions that affect them.

QUALIFICATIONS

Languages: English and French are the working languages of the United Nations Secretariat. For this post advertised, fluency in English, i.e. oral and written proficiency, with excellent drafting and communication skills, is required. Knowledge of other United Nations official languages is an advantage.

Education: Advanced university degree (Master’s degree or equivalent) in international development, public administration, economics, political sciences, social sciences or a related academic area 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.

Experience: A minimum of 10 years of progressively responsible experience in project/programme

management, preferably in the field of counter-narcotics, livelihoods, and with experience in developing countries is required. Experience in providing advisory services, hands-on experience in design, monitoring and evaluation of development projects and establishing interrelationships among international organizations and national governments is required. Political and cultural sensitivity and readiness to work in an environment of insecurity, as well as awareness of living and working conditions in Afghanistan through past experience in the region and/or in other post-conflict countries, is required. Exposure to drug control-related areas (e.g. illicit crop monitoring and alternative livelihoods) and/or governance issues in a post-conflict environment is desirable. Qualifying years of experience are calculated following the receipt of the first-level university degree recognized by the United Nations.

ADDITIONAL COMMENTS

Applicants who meet the required qualifications and who wish to be considered for this temporary vacancy may indicate their interest by e-mail to recruitment@unvienna.org by **the above deadline date**, clearly citing the full TJO number and enclosing their up-to-date personal history profile (PHP), available from <http://careers.un.org/lbw/Home.aspx>. United Nations Secretariat staff members are also expected to provide a copy of their last two performance reports. **Only those applicants who come under serious consideration will be contacted.**

A current staff member who holds a fixed-term, permanent or continuing appointment may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

Internal candidates, if selected, will normally maintain a lien on their post and will be temporarily assigned to this position. Internal candidates for this purpose are defined as staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15. While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. For information on the provisions for special post allowance, please refer to ST/AI/1999/17.

A staff member holding a temporary appointment shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16(b)(ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of ST/AI/2010/4/Rev.1 on temporary appointments. In its resolution 66/234, the General Assembly further "stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requested the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013". Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.

Staff members whose appointment status is limited (e.g. former 200/300 series staff who have not been reviewed by a central review body, Associate Experts, etc.), if selected for a temporary vacancy will normally be offered a temporary appointment at the level of the advertised post, provided all requirements outlined in the temporary job opening are met. This entails a separation of such staff members from their fixed-term appointment and reappointment under a temporary appointment after a break-in-service.

An external candidate selected for this position is bound by the prevailing conditions of the staff selection system under ST/AI/2010/3, as amended, and ST/AI/2010/4/Rev.1, and will be offered a temporary appointment. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment

and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service.

YPP/NCRE and G-to-P roster candidates, if eligible, are also encouraged to apply.

Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.

Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

Applicants for this position may be requested to undergo a written assessment exercise and/or interview. The head of department/office will select the candidate he or she considers to be best suited for the functions. In the final selection due consideration will also be given to staff members who are already in the service of the Organization.

The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English .

DOCUMENTS REQUIRED:	
X	Cover Letter
X	Personal History Profile (visit https://inspira.un.org to generate a PHP)
X	Last two completed Performance appraisals

ALL SUBMISSIONS TO BE SENT TO:

Contact Name:	recruitment@unvienna.org	Email Address:	recruitment@unvienna.org
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Bettina Feichtinger, Chief

Recruitment and Placement Unit
Human Resources Management Service
Division for Management
United Nations Office at Vienna
United Nations Office on Drugs and Crime

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End of Special Message