



UNODC

United Nations Office on Drugs and Crime

TERMS OF REFERENCE

I. Position Information

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| Job title: | Governance and Justice Officer |
| Net salary: | ICS-8 - R\$6.534,00 plus medical/dental insurance and pension fund |
| Supervisor: | Regional Representative |
| Type of contract: | Fixed-term appointment (initially for one year. Renewal is subject to availability of funds) |

II. Organizational Context

Under the guidance and supervision of UNODC Regional Representative the Governance and Justice Officer designs, develops and implements programmes related to the thematic areas of the unit (anti-corruption, anti-money laundering, asset recovery and judiciary assistance).

III. Duties and Responsibilities

- Within UNODC's mandates, pursue new technical cooperation opportunities emanating from the different legislative, judiciary bodies in Brazil and the South Cone;
- Promote/develop a regional framework for transnational cooperation in justice matters;
- Propose and elaborate programmes, projects and activities in support to the Brazilian and South Cone Judiciary Institutions, including research and analysis, asset recovery, anti-money laundering, accountability and oversight, independence and impartiality, and judicial training in compliance with international standards and norms as well as best practices;
- Develop programmes and projects, as well as activities aimed at preventing and combating corruption in the public and private sector;
- Foster strategic partnerships with judiciary institutions in Brazil and South Cone;
- Ensure management and implementation of programme activities;
- Ensure compliance with UN rules and regulations, UNODC policies, procedures and strategies;
- Draft and review and follow-up on agreements and documents established with UNODC strategic partners;
- Advise on issues related to UNODC technical cooperation projects with the Brazilian Government and as well as the South Cone Countries;
- Perform other duties as required.

IV. Impact of Results

The key results have an impact on the development and sustainability of UNODC Rule of Law programmes, as well as on the accomplishment of results of the United Nations Development Assistance Framework (UNDAF).

V. UN Values and Competencies

UN Core Values:

"integrity", "respect for diversity" and "professionalism"

Core Competencies:

• Communication, • Teamwork, • Planning & Organizing, • Accountability, • Client Orientation, • Technological Awareness

Managerial Competencies:

• Leadership, • Vision, • Empowering Others, • Building Trust, • Managing Performance, • Judgement, • Decision-making

VI. Recruitment Qualifications

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| Education: | University degree in law or related field of study. Specialization in international relations, political or social sciences is an asset. |
| Professional Experience: | - At least five years of progressive relevant experience is required at the national or international level of which at least two (2) years |

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| | <p>should be in one or two of the following areas: prevention, investigation and prosecution of corruption, asset recovery, anti-money laundry procedures, and international cooperation on justice matters;</p> <ul style="list-style-type: none"> - Experience in a government agency and/or international organization is an advantage; - Knowledge of relevant development issues and the work of the United Nations desirable; - Previous experience in international cooperation project execution; - Proficiency in MS Office Package and office-web-based management systems. |
| Language Requirements: | Fluency in Portuguese, English and Spanish is required. |

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| VII. How to Apply | |
| <p>Interested candidates should submit a P11 Form (http://www.unodc.org/pdf/brazil/TOR/P11.doc) and a motivation letter in English to unodc.brasil@unodc.org</p> <p>DEADLINE: 09 November 2009</p> <p>Selection Criteria:</p> <ol style="list-style-type: none"> 1- The present position is for Brazilian nationals to work in Brasilia, DF, Brazil. 2- Only candidates who meet minimum requirements will be considered for tests and interviews. 3- UNODC is not in a position to afford travel costs for candidates from other cities. 4- Results of the selection process will be communicated to candidates only by e-mail; 5- The expected starting date is 15 January 2010. | |