

VACANCY CODE: DATA -2017-001

TECHNICAL ASSISTANT ON POLICY ANALYSIS

ORGANIZATION:	United Nations Office on Drugs and Crime (UNODC)
AREA:	National Cooperation Section
DUTY STATION:	Mexico City
DURATION:	6 months
SALARY:	SB3

General background information

The United Nations Office on Drugs and Crime (UNODC) is mandated to support Member States in advancing policies and programmes that aim at preventing and controlling crime in all its manifestations, by striking a balance between preventive approaches and criminal justice responses to crime. At the operational level, the Office fulfils this mandate, among others, through the development of technical tools, delivery of technical assistance and by exchanging of knowledge and best practices.

Moreover, to develop effective policies and strategies, countries and other levels of government (states and municipalities) should be able to produce and use quality statistics to support evidence-based policy making. Therefore, the UNODC-INEGI Center of Excellence (CoE) focuses on strengthening data collection and analysis of statistical information on government, public safety, victimization and justice. It achieves these goals through the development of methodologies and the promotion of international standards, by carrying out training seminars, and by developing research and specialized analysis.

Objective of the Assignment

The objective of this position is to draft policy recommendations and packages for crime prevention and crime reduction initiatives, in coordination with the Technical Assistant for Data Processing and Analysis and the Technical Assistant for Statistical Quality of the Center of Excellence.

Reporting Relationships

The **Technical Assistant on Policy Analysis** will report directly to the Nacional Cooperation Officer and will coordinate his/her activities with the CoE coordinator.

Duties and Responsibilities:

The main duties and responsibilities are to be as follows:

- Identify and prioritize policy issues based on relevant qualitative and quantitative data to monitor and evaluate crime prevention and police response strategies.
- Clarify policy objectives and interests of different stakeholders to be able to formulate

key policy recommendations on security, prevention and social development.

- Identify shortcomings and consequences of existing policies.
- Translate data-driven insights into policy recommendations.
- Advocate for policy recommendations in a clear, visually appropriate and persuasive fashion.
- Participate in local, national and regional technical missions, both for the National Cooperation Section and the Center of Excellence.
- Perform all additional activities required in coordination with the UNODC Representative in Mexico, the National Cooperation Officer and the CoE Coordinator.

QUALIFICATIONS

Education:

- Master's degree or equivalent in Social sciences: Political Science, Policy Studies, Public Administration, Public Policy or related fields.

Experience:

- A minimum of three years of work in policy analysis, research or related area.
- Proven analytical and planning competencies for the design of policy documents, policy recommendations and programme evaluations.
- Knowledge of the logical framework methodology will be considered an asset.
- Experience working with local governments will be considered an asset

Languages:

- Fluency in Spanish and English (Proficiency level)

Other

- Excellent communication and interpersonal skills.
- Publications on policy making will be an asset.

COMPETENCIES:

- **PROFESIONALISM:** Good understanding of the functions and organization of the work unit, and of the organizational structure and respective roles of related units; good knowledge of internal policies, processes and procedures generally and in particular those related to research, analysis and dissemination, programme/project elaboration, evaluation, technical cooperation, programming and budgeting; ability to work with figures; ability to undertake indicators and gather information from standard sources; demonstrated ability to apply good judgment in the context of assignments given, as well as to work effectively under stressful circumstances.
- **PLANNING AND ORGANIZATION:** Ability to plan own work and manage conflicting priorities.

- **TECHNOLOGY AWARENESS:** Fully proficient computer skills and use of advanced functions of UN standard applications, e.g. Word, Excel, internal databases, Internet etc.
- **COMMUNICATION:** Good communication (spoken and written: Spanish and English) skilled, including the ability to draft a variety of correspondence and other communications, summary reports, etc.
- **TEAMWORK:** Good interpersonal skills and ability to establish and maintain working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

ABOUT UNODC

UNODC is a global leader in the fight against illicit drugs and international crime. Established in 1997 through a merger between the United Nations Drug Control Program and the Center for International Crime Prevention, UNODC operates in all regions of the world through an extensive network of field offices. UNODC relies on voluntary contributions, mainly from Governments, for 90 per cent of its budget.

UNODC is mandated to assist Member States in their struggle against illicit drugs, crime and terrorism. In the Millennium Declaration, Member States also resolved to intensify efforts to fight transnational crime in all its dimensions, to redouble the efforts to implement the commitment to counter the world drug problem and to take concerted action against international terrorism.

For more information: <http://www.unodc.org/>

APPLICATIONS

All interested candidates, please submit the following documents to the email addresses:

aplicaciones.romex@unodc.org

1. *Curriculum Vitae*
2. P11 form (the format can be found on the website)¹

It is essential to include the vacancy code in the subject of the mail: DATA-2017-001

We'll appreciate if you don't request acknowledge of received of submissions. UNODC will contact only the candidates pre-selected for interview process.

Deadline for submissions: November 12th, 2017

¹ Post in the SC categories are subject to local recruitment, please attach your Mexican job permission or residence, if applicable.