I. Position Information

Post Title: National Project Officer (Anti-money laundering)
Agency: UNODC
Type of Contract: Service Contract, SB-4
Duration Of Contract: 12 months (renewable upon satisfactory performance and availability of funds)
Supervisor: Regional Project Coordinator (Anti-Corruption and Anti-Money Laundering) in the UNODC Regional Office for the Middle East and North Africa (ROMENA), under the overall supervision of the Regional Representative and the Deputy Regional Representative of ROMENA.
Duty Station: Cairo, Egypt

II. Organizational Context / Background

Within the Regional Programme for the Arab States to Prevent and Combat Crime, Terrorism and Health Threats and Strengthen Criminal Justice Systems in line with International Human Rights Standards (2016-2021), Sub-Programme III on “Combating Corruption and Financial Crimes”, UNODC is implementing the project ‘Action Against Corruption in the MENA region’, managed by the UNODC Regional Office for the Middle East and North Africa (ROMENA), based in Cairo.

Within the framework of the referred project, UNODC implements a regional project on “Strengthening the financial investigation capacity to combat Money Laundering arising from Trafficking in Persons and Smuggling of Migrants”. The project aims to enhance the capacities of relevant law enforcement officials and professionals at the respective financial intelligence units of the North African countries to effectively detect and counter money laundering, in particular in relation to proceeds from trafficking in persons and smuggling of migrants’ crimes.

The project aims to support the relevant national authorities to detect, analyze and consequently disrupt illicit financial flows generated from human trafficking and migrant smuggling. This will result in a better understanding on how and to what extent money laundering affects financial institutions and money or value transfer services and consequently...
lead to an increase in the detection and reporting of suspicious financial transactions.

With the mandate to make the world safer from drugs and crime, UNODC is committed to support Member States in the implementation of the 2030 Agenda for Sustainable Development Goals, which draws together various elements into a comprehensive and forward-looking framework and explicitly recognizes the interrelationship between sustainable development on the one hand, and the fight against drugs and crime, including corruption, money laundering and terrorism on the other.

Under the overall guidance of the ROMENA Regional Representative and the Deputy Regional Representative, the Incumbent will directly report to the Regional Project Coordinator (Anti-Corruption and Anti-Money Laundering), located in Cairo, Egypt.

### III. Functions / Key Results Expected

#### Summary of key functions:

- Implement UNODC Regional Project on “Strengthening the financial investigation capacity to combat Money Laundering arising from Trafficking in Persons and Smuggling of Migrants”;

- Promote and coordinate the development of UNODC activities and technical assistance in the field of preventing money laundering and financial crimes.

#### Specific tasks to be performed by the National Project Officer:

The incumbent will fulfill the functions of National Project Officer, providing substantive support to the implementation of the project on “Action Against Corruption in the MENA Region”, and the regional project on “Strengthening the financial investigation capacity to combat Money Laundering arising from Trafficking in Persons and Smuggling of Migrants”. More specifically, the incumbent will fulfill the following tasks:

- Develop and maintain a network of contacts, ensuring substantive engagement with institutions and structures to facilitate the implementation of UNODC’s above-mentioned projects;

- Deliver technical assistance pertaining to capacity building at the national and regional levels, in accordance with overall strategy and priorities, including in collaboration with the national counterparts;

- Participate in needs assessment missions and in substantive discussions with the national, regional authorities, and contribute to the drafting of mission reports;

- Prepare background papers, correspondence with governmental institutions, working papers, mission reports, presentations, policy proposals and ad hoc reports;

- Document lessons learnt, best practices and communications material developed throughout the project implementation.

- Plan, implement and manage the project strategies and activities as outlined in the project document;

- Assist the Regional Project Coordinator in preparing a detailed work plans and accompanying budgets and budget revisions for all project activities, as well as the timely and accurate submission of progress and financial reports;

- Ensure timely project review, revisions, monitoring and completion of related reporting obligations;

- Promote and strengthen at the working level collaborative initiatives between UNODC and other UN agencies;

- Monitor the implementation of all project activities and report on the progress;

- Assist in the planning of the procurements of goods and services as per project activities and in line with UN procurement regulations and financial rules;
• Assist the Regional Project Coordinator in preparing Terms of Reference for subcontractors to ensure qualitative and objective procurement of services;
• Perform other duties as required.

**Note:** this post is of a regional nature and requires frequent travel, including to conflict and post-conflict countries.

### V. Competencies

**Professionalism:** Sound knowledge and understanding of theories, concepts and approaches relevant to preventing money laundering and financial crimes. Excellent knowledge of the mandates, priorities and operational modalities of UNODC’s anti-money laundering work. Excellent analytical and problem-solving skills, including ability to identify and contribute to the solution of problems/issues; sound judgment and political sensibility.

**Planning and organizing:** Ability to plan own work, manage conflicting priorities and to use time efficiently. Ability to organize and implement activities and outputs. Ability to maintain focus and pay attention to necessary details.

**Accountability:** Reliability and a high level of commitment to timely delivery of a heavy volume of high-quality outputs and to achieving organizational goals. Strong sense of responsibility and result orientation.

### VI. Recruitment Qualifications

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<th>Education:</th>
<th>• Advanced university degree (Master's degree or equivalent) in law, international development, accounting, political or social science is required. A first-level university degree or equivalent academic education, with additional years of qualifying experience may be accepted in lieu of the advanced university degree.</th>
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| Experience: | • A minimum of five years of relevant professional work experience in combating money laundering and/or financial crimes, including inter-agency, and regional cooperation, is required;  
  • Relevant effective professional experience in project management is desirable;  
  • Work experience with Financial Intelligence Units, or law enforcement authorities is desirable;  
  • Work experience with the United Nations or international organisations is desirable.  
  • Work experience with an ERP system is desirable. |
| Language Requirements: | • Excellent written and oral English and Arabic. |

Interested candidates should submit their duly filled P.11 form and a cover letter explaining why they think they are the best candidate for the position to unodc-egypthr@un.org; by close of business 10.09.2020 writing in the subject line the title of the post.