I. Position Information

<table>
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<tr>
<th>Job Code Title:</th>
<th>National Project Officer</th>
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<td>Agency</td>
<td>UNODC</td>
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<tr>
<td>Contract Type and Grade:</td>
<td>Service Contract, SB-4</td>
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<tr>
<td>Duration of contract:</td>
<td>1 year (renewable upon satisfactory performance and availability of funds)</td>
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<td>Supervisors:</td>
<td>Program Officer (HIV/AIDS Prevention and Care) in the UNODC Regional Office for the Middle East and North Africa (ROMENA), under the overall supervision of the Regional Representative of ROMENA.</td>
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<td>Deadline for application:</td>
<td>08.09.2020</td>
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<td>Duty Station:</td>
<td>Cairo Egypt</td>
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II. Organizational Context

This position is in the UNODC Regional Office for the Middle East and North Africa (ROMENA) in Cairo. Within the framework of 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), UNODC is implementing a project on “HIV and AIDS Prevention, Treatment, Care and Support in Prisons Setting. The project is operating in the Middle East and North Africa including Egypt with a focus on prisoners' health. The project and is managed by the UNODC Regional Office for the Middle East and North Africa (ROMENA) based in Cairo.

UNODC’s work on drugs and health is inextricably linked to multiple Targets of SDG 3 (Ensure Healthy Lives and Promote Well-Being for All at All Ages). The Office’s existing mandate, for example, is fully in line with Target 3.5 (‘Strengthen the prevention and treatment of substance abuse, including narcotic drug abuse and harmful use of alcohol’) on several fronts, including
supporting a balanced public health-oriented approach to the drug problem by working to end discrimination against, and promote interventions for, people who use drugs; and strengthening the access to comprehensive, evidence-based, and gender-responsive services for prevention of drug use and treatment of substance drug use disorders, including as an alternative to conviction or punishment.

Besides, UNODC is also mandated to provide HIV prevention, treatment and care among people who use drugs or are in prisons, contributing towards ending AIDS by 2030, a segment of the Target 3.3 (‘By 2030, end the epidemics of AIDS, tuberculosis, malaria and neglected tropical diseases and combat hepatitis, water-borne diseases, and other communicable diseases’).

The incumbent of this position will perform his/her functions under the direct supervision of the Program Officer (HIV/AIDS Prevention and Care) and under the overall supervision of the Region al Representative of ROMENA. He/she will technically lead UNODC HIV mandates and prison health projects with key stakeholders in Egypt.

**Work implies frequent interactions with the following:**
Counterparts, officers and technical staff in relevant Secretariat units and UN funds, UNJT programmes, and other UN specialized agencies; senior-level officers in national governments, international organizations, consultants.

### III. Purpose of the assignment

- **Summary of the key functions:**

The incumbent will assist in the provision of substantive and technical services related to the implementation of UNODC's health activities. The incumbent will carry out the following general tasks:

- Contribute to the implementation of UNODC technical assistance concerning health services in Egypt, as required, by providing substantive support and other assigned tasks; and
- Work in close collaboration with UNODC staff mainly in Egypt to coordinate activities and to ensure consistent service delivery, as well as to assist the Programme Officer (HIV/AIDS Prevention and Care ) and when required, Assistants/Associates in implementing and monitoring matters linked to health services.

2. **Specific tasks to be performed by the National Project Officer:**

The incumbent will fulfil the functions of the National Project Officer for prison health activities implemented by ROMENA in Egypt. More specifically, the incumbent will fulfil the following tasks:
• Support the Program Officer (HIV/AIDS Prevention and Care) to ensure that the prison health project in Egypt is carried out in a timely fashion and in line with the agreed project document and work plans.

• Monitor all aspects of project implementation and identify challenges and propose corrective actions Programme Officer (HIV/AIDS Prevention and Care) to expedite implementation.

• Coordinate with relevant stakeholders nationally to ensure project objectives are attained.

• Undertakes regular missions to project activity sites.

• Prepares reports and correspondence relating progress in implementation (i.e., monthly report, ad hoc reports, activity report, etc.)

• Participates fully in the country level Joint team on AIDS and other UN coordinating initiatives.

• Support, organize and participate in advocacy meetings, roundtables, training workshops and other meetings related to the project covering both communicable and non-communicable diseases.

• Assists Programme Officer (HIV/AIDS Prevention and Care) in preparing workplan, project, and budget revisions by providing up to date implementation information on time.

• Contribute to the review of the programme and grant proposal selection processes.

• Assists Programme Officer (HIV/AIDS Prevention and Care) in identifying gaps and opportunities and developing project proposals, including contribution to for Global Fund and other donor’s proposals and ensure that communicable disease as it relates to prison, is adequately funded nationally.

• Assists Programme Officer (HIV/AIDS Prevention and Care) in preparing the internal semi-annual and annual report and to comply with donor reporting obligations.

• Provides secretarial services to the National level Project Steering Committee.

• Support the selection process of experts and consultants contracted under the project.

• Facilitate the mission of the Programme Officer (HIV/AIDS Prevention and Care) and other experts providing technical assistance to the project.

• Establishes and maintains financial records (principally records of expenditures) in respect of project costs and ensures timely and accurate submission of financial reports.

• Perform other duties as assigned.

IV. Impact of results

Successful implementation of UNODC activities on health according to established work plans.

Do you want to keep it?
V. Competencies and Critical Success Factors

**Professionalism:** Has knowledge and understanding of theories, concepts and approaches relevant to health in general, communicable disease and non-communicable disease among people who use drugs and living in closed settings in particular. Has knowledge of policies and practices in drug use and prison health matters as well as in the mandates of the United Nations Office on Drugs and Crime. Has very good research and analytical skills. Can identify issues, analyse, and participate in the resolution of issues/problems. Can apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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.

**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.

**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.

VI. Recruitment Qualifications

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<th>Education and Experience:</th>
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<td>• An advanced university degree (Master’s degree or equivalent) in Medicine, Public Health, communicable and non-communicable disease. A first-level university degree in similar fields in combination with five additional years of qualifying experience may be accepted instead of the advanced university degree.</td>
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<td>• At least 5 years of experience in project management in general and having experience in managing health or HIV projects is desirable. Professional experience in the development, coordination and/or management of projects, including on human rights, criminal justice, drug control, prison reform or related areas is required</td>
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<td>• Experience in working with international development partners a donor-funded projects Work experience in comparable functions with the United Nations or similar international organisation is desirable</td>
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<td>Other desirable skills:</td>
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<td>Language Requirements:</td>
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Interested candidates should submit their duly filled P.11 [form](mailto:form) and a cover letter explaining why they think they are the best candidate for the position to [unodc-egypthr@un.org](mailto:unodc-egypthr@un.org); by close of business 08.09.2020 writing in the subject line the title of the position.

**Only short-listed candidates will be contacted**