



UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

I. Position Information

Position Title: Technical Assistant

Agency: UNODC

Type of Contract: Service Contract (SC)

Level: SB-3

No of positions: 1

Contract Duration: 1 year. Part Time (70%) Extension subject to availability of funds

Supervisors: **1st reporting Officer:** National Project officer in Crime Prevention and Criminal justice & Crime Prevention, (Juvenile Justice Project)

Duty Station: Cairo, Egypt

II. Organizational Context

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), UNODC is implementing the project 'Restorative approach to Juvenile Justice: Socio - educative Models of Reintegration and Alternative Measures to Detention project' *in line with relevant international standards and norms* (2017-2021), to be managed by the UNODC Regional Office for the Middle East and North Africa (ROMENA), based in Cairo.

The project adapts the *Convention on the Rights of the Child*, the UN Standards for the Protection of Juveniles Deprived of their Liberty, and the UN Model Strategies and Practical Measures on the Elimination of Violence against Children in the field of Crime Prevention and Criminal Justice. Moreover, the project is aligned with UN SDG 16 that marks the intersection between sustaining peace and the 2030 Agenda. It is also aligned with UNODC strategy 2021-2025 in terms of strengthening access to justice for all, especially the most vulnerable; children, as well as achieving better prevention of violence and increased access to gender responsive justice. Building on its mandate to assist Member States, upon request, to apply these standards and norms in practice, the main objective of the Technical Assistant is to directly work in the relevant juvenilia institutions and to provide needed technical support and guidance in the different governorates across Egypt

The incumbent of this position will perform his/her functions under the direct supervision of the National Project Officer (NPO) in the Criminal Justice and Crime Prevention Program, responsible for the "Restorative approach to Juvenile Justice: Socio - educative Models of Reintegration and Alternative Measures to Detention project" and under the overall guidance of the Crime Prevention and Criminal Justice program expert. He/she will assist in the provision of technical services related to the Criminal and Juvenile Justice projects in Egypt.

III. Functions / Key Results Expected

The incumbent will fulfill the functions of the Technical Assistant for the Juvenile Justice projects. More specifically, the incumbent will fulfill the following tasks:

- Supervise the field coordinators at 10 social care institutions and report to NPO.
- Support the project manager in monitoring of the implementation of the project activities through conducting weekly and monthly field visits to follow up on the activities in the institutions and report to the line manager on the progress.
- Submit monthly reports on the accomplished tasks as per the project work plan and document success stories and best practices.
- Support the field coordinators in the COVID-19 Infection Management for children in conflict with the law inside social care institutions and monitor the adapted training curricula delivered to children according to the COVID-19 situation.
- Develop a referral system with relevant NGOs working with the children at the rehabilitation and reintegration level.
- Support the project manager in maintaining effective communication and strong relations with institutions' management and ensure smooth implementation of the project activities.
- Conduct on-job training and coaching sessions to the field coordinators to ensure their ongoing improvement and personal development.
- Prepare and conduct training programs (UNODC manuals, reintegration methodology, life skills) relevant to the different beneficiaries (institutions staff, probation offices staff, etc.).
- Follow up on the operationalization of the upgraded vocational workshops in the institutions

- and the newly established ones, and the children’s training.
- Oversee the implementation of the reintegration plans of released children in coordination with the field coordinators including families.
- Follow up on the the refurbishment work in the selected institutions.
- Perform other duties as required

V. Competencies

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

Communication: Effective communication (spoken, written and presentational) skills. Ability to prepare, consolidate inputs and finalize expenditure reports, project budget documents and other relevant materials.

Accountability: Takes ownership of all responsibilities and honors commitments. Delivers outputs for which one has responsibility within prescribed time, cost, and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight, and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

VI. Recruitment Qualifications	
Education:	Bachelor’s degree in social science, Psychology, or related fields is required
Experience:	<ul style="list-style-type: none"> - 5 years of progressive experience in the field of Juvenile justice or related field is required with a special focus of rehabilitation and reintegration of children in conflict with law. - Experience in organizing training, drafting manuals/guidelines and mentoring activities in Criminal Justice and Crime prevention is desirable
Other desirable skills:	Experience in the use of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages;
Language Requirements:	Excellent written and verbal Arabic and English languages is required.

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-egythr@un.org by **close of business 31.08.2021 writing in the subject line the title of the position.**