I. Position Information

**Job Code Title:** Programme Associate (Criminal Justice)

**Contract Type:** Service Contract, SB-3

**Duration of contract:** 6 months (renewable upon satisfactory performance and availability of funds)

**Supervisors:** Crime Prevention and Criminal Justice Officer in the UNODC Regional Office for the Middle East and North Africa (ROMENA), under the overall supervision of the Regional Representative of ROMENA.

**Duty Station:** Cairo, Egypt

**Deadline for Application:** 7 October 2017

II. Organizational Context

In response to its enhanced mandates to provide technical assistance related to combating terrorism, organized crime, corruption and drugs, UNODC continues to deliver technical assistance to requesting States. The assistance supports States strengthening criminal justice and health systems to ratify and successfully implement international conventions and protocols, in compliance with the rule of law and human rights.

UNODC technical assistance activities in the Middle East and North Africa (MENA) are undertaken under the broad 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).

The Crime Prevention and Criminal Justice Officer will be the first reporting officer and the Deputy Regional Representative will be the second reporting officer for the incumbent. The incumbent will be under the overall guidance of the Regional Representative for the Middle East and North Africa.

III. Purpose of the assignment

**Specific tasks to be performed by the Programme Associate (Criminal Justice):**

The incumbent will provide administrative, financial and technical support to the Crime Prevention and Criminal Justice through undertaking the following tasks:
• Assist in the implementation of the projects in accordance with their main objectives/outcomes and in full compliance with the UNODC relevant rules and regulations.
• Draft correspondence, contribute to project documents, send out faxes, schedule appointments for missions etc.;
• Research, compile and organize information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.;
• Draft reports related to operational activities, as well as provide inputs to the managers required for the analysis of related development and policy issues;
• Proofread documents and edit texts for accuracy, grammar, punctuation and style, and for adherence to established standard formats;
• Provide secretarial, administrative, financial and logistical support to training courses, seminars, working groups, workshops and study tours, ensuring timely selection of candidates and submission of relevant reports upon completion of related activities;
• Review status of relevant expenditures and compare with approved budget, assist in the preparation of budget revisions and standard financial reports;
• Work in close cooperation with all regional and national actors concerned;
• Maintain and update project working files (both paper and electronic) as well as other project materials for dissemination to different target audience;
• Perform other duties as assigned.

IV. Competencies and Critical Success Factors

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

**Teamwork:** Good inter-personal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.

**Planning, organizing and managing performance:** 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.

V. Recruitment Qualifications

| Education and Experience: | • Bachelor in Business, Law, Public Administration, Project Management or related field. |
|                          | • 3 years of progressively responsible administrative or programme experience is required at the national or international level. A Master’s Degree may be accepted as equivalent to two years of professional experience. |
|                          | • Previous UN experience will be an asset. |
|                          | • Work experience with the Umoja financial management |
system 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 oral English and Arabic languages. Knowledge of French is an advantage.

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 hr.egypt@unodc.org by close of business Saturday 7 October 2017, writing in the subject line the title of the position.

*Only short-listed candidates will be contacted*