



TERMS OF REFERENCE

Post Title: National Project Officer (Criminal Justice)
(ROSEAP/2019/SC/004)

Duty Station: UNODC Regional Office for Southeast Asia and the Pacific
Bangkok, Thailand

Type of Contract: Service Contract (SB-4 level)
Open to Thai national only

Remuneration: Starting Baht 1,091,930 per annum

Duration: One year with possibility of renewal subject to funding
availability

Application deadline: 27 May 2019

I. Organizational Context

The Global Programme against Serious and (transnational) Organized Crime (GPTOC), Implementation Support Section, Organized Crime Branch and the UNODC Regional Office for South East Asia and the Pacific (ROSEAP) are launching a project to establish a judicial cooperation network for South East Asia (SAJUST). The goal of the SAJUST will be to facilitate international cooperation in criminal matters, particularly for Mutual Legal Assistance (MLA), to combat all forms of organized and serious crimes including terrorism acts in 11 countries in the South East Asian region.

One way the GPTOC Programme assist countries in preventing and combating organized and serious crime is by establishing and strengthening regional cooperation network of central authorities and prosecutors made up of contact points of each participating country who are prosecutors or working for the central authority for MLA of their country. The networks provide a framework to facilitate informal operational cooperation between countries for investigations and prosecutions and they also provide capacity building and support the development of tools to benefit their members.

A response to the growing transnational illegal activities requires effective cooperation, especially the timely exchange of information through the process of MLA between central and competent authorities, and for extradition/transfer of sentenced persons. However, the South East Asian region lacks an informal mechanism to facilitate such judicial cooperation and thus undertaking international/regional cooperation in criminal matters remains especially challenging for many jurisdictions. Indeed, inadequate legal frameworks, difference between legal systems, different languages, lack of direct contacts/trust and/or lack of knowledge about material and procedural laws of other states, often frustrate efforts to

obtain satisfactory cooperation from authorities of other jurisdictions. As a result, the region would, like other regions, benefit from a regional cooperation network to enable prosecutors in the region to respond to various type of threats and crimes in a more effective and coordinated way

The GPTOC successfully supported/initiated the establishment and strengthening of judicial networks in West Africa, Eastern African and the Great Lakes Region and in Central Asia and the Southern Caucasus. UNODC also developed a number of useful tools and guides on international cooperation in criminal matters, such as, the manuals on MLA, extradition and asset confiscation, the UNODC MLA Request Writer tool, a matrix of roles and responsibilities of central authorities for MLA and the UNODC guide on obtaining digital evidence from foreign jurisdictions. These tools/guides will be disseminated and used during session of this project.

II. Functions / Key Outputs Expected

Summary of key functions:

Under the overall guidance of the UNODC Regional Office for Southeast Asia and the Pacific (ROSEAP) and the direct supervision of the Crime Prevention and Criminal Justice Officer, located in Bangkok, as first reporting officer and the Senior Drug Control and Crime Prevention Officer and the Coordinator of SAJUST, in Vienna, as second reporting officer, the Criminal Justice NPO will support the establishment of the Network by contributing to the implementation of relevant activities under the project of ‘Establishment of Network of Central Authorities and Prosecutors for effective international cooperation in criminal matters to combat all forms of organized crime and terrorism acts in 11 countries in South East Asian region’ funded by Japan (April 2019 to March 2020).

The incumbent will take part in research and organization of regional meetings under the project. He/she will be responsible for ensuring the relevant activities under this project are carried out in a cost effective and timely manner in accordance with the Operational Policy Guidelines of UNODC.

Performance indicators are the quality, appropriateness, value and timeliness of contributions, organizational and substantive input provided to the relevant activities under this project.

1. Contribute to the background research/analysis

- Collect information about other work done in the last years by other colleagues in ROSEAP on judicial cooperation and their outcomes;
- Collect and keep updated a compilation of all laws and regulations relevant to international judicial cooperation in criminal matters of 11 countries in the region;
- Conduct (legal) research and analysis as needed on the needs/priorities/challenges for the 11 countries in South East Asian region on international judicial cooperation and legislative frameworks, institutions, roles and functions in MLA and Extradition practices as well as existing threats of crimes in the region for potential use of the new Network;
- Gather information/ submit the research paper in a timely manner.

2. Contribute to the implementation of the activities under this project:

- Contribute to the design of the activities under this project within the area of responsibility;
- Contribute to the planning, budgeting, implementing and monitoring of the activities under the project including: the organization of 2 regional meetings held in Bangkok; an opening ceremony to launch the network combined with its first plenary meeting; facilitation of nomination of participants from 11 countries in each of the above events by closely coordinating with relevant governmental officials of those countries;
- Contribute to the verification of information from background research on gaps, needs priorities and challenges in the region in the context of judicial cooperation;
- Contribute to the preparation of interim progress and final project reports;
- Contribute to preparation of Terms of Reference for the Network in close cooperation with the Senior Drug Control and Crime Prevention Officer and the Coordinator of SAJUST;
- Contribute to establishment/maintenance/update of the website of the Network/distribution of news-letters, creation of email accounts for focal points;
- Facilitate informal requests for assistance by relevant authorities from the region with the GPTOC team as part of its MLA-Facilitators@unodc.org initiative;
- Make presentations about the network and on international cooperation in criminal matters at relevant meetings and take minutes at relevant meetings;
- Proactively contribute to future project planning;
- Contribute to identification of potential donors/development of donor-relations;
- Support other relevant tasks of ROSEAP and the GPTOC, as needed.

3. Contribute to the coordination with the relevant governments in the region as well as the non-governmental institutions relevant to this project.

- Contribute to the coordination of project implementation within executing agencies and governmental officials of 11 countries in the region;
- Contribute to the identification and synthesis of best practices and lessons learned relevant to the project and specific country goals and policies by liaising with the relevant governmental officials in the region.

III. Impact of Results

The key results have an impact on the successful support and initiate the establishment and strengthening of judicial networks in West Africa, Eastern African and the Great Lakes Region and in Central Asia and the Southern Caucasus.

IV. Competencies and Critical Success Factors

Professionalism:

Knowledge and understanding of theories, concepts and approaches relevant to crime, especially organized crime, drug and/or terrorism prevention issues and knowledge of the UN

Conventions and mandates; knowledge of policies, legislation and practices in MLA/judicial cooperation in the region; very good research and analytical skills; ability to identify and contribute to the solution of problems/issues; 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.

Teamwork:

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

V. Recruitment Qualifications	
Education:	Bachelor's or Master's Degree from a recognized institution in law, international relations or related field. Demonstrating relevant specialization in criminal issues or the equivalent combination of education and experience in any of the above fields.
Experience:	At least two (2) years for Bachelor's or up to 2 years of Master's holders of professional experience at national and/or international level as a prosecutor, magistrate, private legal practitioner or other in the field of crime control or international development cooperation; programmes management. Work experience of handling MLA is a strong asset. Experience in project coordination and implementation, including management backstopping, monitoring and programme delivery is an asset.
Language Requirements:	Written and spoken fluency in English is required.

Others	<ul style="list-style-type: none"> • Open to Thai Nationals only; • Excellent document drafting and research skills; • Excellent inter-personal skills; • Knowledge and practical experience with United Nations programme policies, guidelines and procedures is an asset; • Strong presentation skills are also an asset.
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HOW TO APPLY:

Interested applicants should submit the following documents:

- (a) Letter of interest clearly stating suitability for the position
- (b) UN Personal History Form and detailed curriculum vitae based on the criteria stated above. UN Personal History Form could be downloaded from <http://www.unodc.org/southeastasiaandpacific/en/who-we-are/job-opportunities.html>

Please submit the application by e-mail to: <unodc-roseaprecruitment@un.org>.

Application deadline is 27 May 2019.

- Note:**
- (a) Please clearly indicate the position you are applying for.
 - (b) Failure to submit supporting documents as specified in the announcement will result in an incomplete application. Applicants who submit incomplete applications will NOT be considered for this vacancy announcement.

Due to the volume of applications, only candidates under positive consideration will be notified.

Released date: 10 May 2019