



TERMS OF REFERENCE

VA No.: **POROK/2020/FTA/001**

Post Title: **National Programme Officer**

Duty Station: **Daejeon, Republic of Korea**

Type of Contract: **Fixed-Term Appointment (NO-C)
Open to Korean National Only**

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

Application deadline: **30 September 2020**

I. Organizational Context

Under the agreement signed in February 2019 between Statistics Korea (KOSTAT) and the UN Office on Drugs and Crime (UNODC) to establish a Centre of Excellence (CoE) for Statistics on Crime and Criminal Justice, the National Programme Officer will act as Coordinator for the Center and will be responsible for leading all activities established in the Center’s work plan.

The National Programme Officer will be under the direct supervision of the Associate Programme Officer, based at the UNODC Regional Office in Bangkok (Thailand) and the additional supervision of the Research Officer, based at the UNODC Headquarters in Vienna (Austria).

II. Functions / Key Outputs Expected

1. Develop, manage, implement, monitor and report on the CoE Work plan focusing on the achievement of the following:

- Support countries of the region gradually implementing the International Classification of Crime for Statistical Purposes (ICCS);
- Support countries in the region improving statistical methodologies and technical capabilities in the production, collection, analysis and dissemination of crime and criminal justice data as the basis for evidence-based strategies and policies to counter and prevent all forms of crime;
- Support the build-up of institutional and technical capacities to conduct Crime Victimization Surveys (CVS) and corruption surveys, including with regard to the use and dissemination of resulting data;
- Draft ToRs for consultancies, meetings, workshops, etc;
- Organize event to help countries reporting to global data collections initiatives on crime and criminal justice;

- Guide countries of the region in producing and reporting on indicators of Sustainable Development Goals (SDGs) in the areas of crime and violence, illicit trafficking, access to justice, rule of law and corruption;
- Plan and coordinate workshops, expert meetings and conferences on crime statistics and related topics;
- Promote methodologically-innovative research on new/emerging topics in the areas of crime and criminal justice;
- Report to the Project Steering Committee (PSC) and provide full support to the PSC in developing and monitoring the strategy and work plan of the Centre;
- Support the establishment of a Regional Advisory Group.

2. Organize technical assistance activities at regional and national level, in partnership with national authorities and other regional partners focusing on the achievement of the following:

- Plan and coordinate technical assistance and capacity-building activities based on strategy and work plan of the Centre and needs assessments;
- Plan and execute activities to assess the statistical capacities of the countries in the region;
- Establish and maintain long-term partnerships with national institutions and officers;
- Develop a sustainable and focused programme of capacity-building (training, advisory services, peer-to-peer support, etc.) to countries in the region;
- Coordinate the development of training activities on relevant crime-related topics and emerging issues, and identify relevant counterparts in target countries to implement train-the-trainers sessions;
- Develop training curricula, including through e-learning platforms

3. Promote the CoE in different fora in order to establish relations with potential partners at regional and global level focusing on the achievement of the following:

- Promote and participate to regional partnerships meetings to strengthen crime and criminal justice statistics with other international and national actors;
- Under the guidance of the UNODC Regional Office, identify potential partners and donors, prepare substantive briefs on possible areas of cooperation, identify opportunities for the creation and funding of new projects, contribute to the overall office effort in resource mobilization;
- Draft and submit project proposals, as requested;
- In collaboration with the UNODC Regional Office, coordinate and lead procedures for receiving additional funding;
- Plan and organize a bi-annual regional conference involving a broad range of producers and users of statistics on crime and criminal justice (line ministries, national statistical offices, NGOs, individual experts and academics);
- Contribute to the presentation of the activities of the CoE to the Economic and Social Commission for Asia and the Pacific (ESCAP).

4. Manage the CoE, ensure effective programme and financial management and supervise effectively staff and consultants focusing on the achievement of the following:

- Manage the budget, finance, administration and procurement processes of the project, ensuring due respect and implementation of UNODC and UNDP relevant rules and procedures;
- Identify operational and financial problems with a view to developing appropriate solutions in close collaboration with the UNODC Regional Office;
- Contribute to project revisions, project and budget reports and other documents related to the project;
- Timely report to all partners on the progress in the implementation on the project;

- Create and monitor project performance indicator;
 - Monitor and report on analysis of the project impact, suggesting needed adjustments to its work plan as required;
 - Supervise, monitor and organize the external communication of the project, including its web site and publications, ensuring due alignment of the CoE external communication activity to the UNODC policy and management instructions;
- Oversee the recruitment and supervise staff, consultants and interns according to existing rules and in efficient manner, ensuring gender balance and geographical representation to the extent possible.

III. Competencies and Critical Success Factors

Core Competencies:

- Innovation: Creates new and relevant ideas and leads others to implement them.
- Leadership: Plans and acts transparently, actively works to remove barriers.
- People Management: Models high professional standards and motivates excellence in others.
- Communication: Gains trust of peers, partners, clients by presenting complex concepts in practical terms to others.
- Delivery: Critically assesses value and relevance of existing policy / practice and contributes to enhanced delivery of products, services, and innovative solutions.

Functional and Technical Competencies:

- Knowledge Management and Learning: Originate, Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise.
- Development and Operational Effectiveness: Originate, Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise.
- Building Strategic Partnerships: Originate, Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> - Master's Degree or equivalent in Statistics, Criminology, Criminal Justice, Political Sciences, International Relations, Public Administration, Social Sciences or related field.
Experience:	<ul style="list-style-type: none"> - At least 5 years of relevant experience at the national or international level in dealing with statistics, public policies and/or related capacity-building is required. - Previous work experience in the area of statistics (collection, analysis, standard setting) is an asset. - Direct experience in design, implementation, and monitoring of projects of capacity-building is an asset. - Previous and demonstrated experience with the UN system or other international organizations is an asset.

Language Requirements:	<ul style="list-style-type: none"> - Fluency in English and Korean is required. - Working level knowledge of one or more languages of the Asia-Pacific region is an advantage.
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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 can 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 30 September 2020

Note: (a) Please clearly indicate the vacancy notice number, position title and your Last Name in the subject line of the email.

(b) Failure to submit supporting documents as specified in the advertisement will result in an incomplete application. Applicants who submit incomplete applications will NOT be considered.

Due to the high volume of applications, only pre-selected candidates will be contacted.

Released date: 14 September 2020