



## Terms of Reference

### I. Position Information

Job Code Title: **National Consultant - Drug Use Prevention and HIV**  
Supervisor: Regional Programme Officer, HIV/AIDS Prevention and Care, Southern Africa and Programme Officer, Prevention Treatment and Rehabilitation Section  
Project Code: GLOK32  
Duration: 6 Months  
Location: UNODC ROSAF, South Africa  
Fee range: Approx. USD 4,000 per month

### II. Organizational Context

Under the overall supervision of the Regional Representative of UNODC and the technical guidance of the Regional Programme Officer, HIV/AIDS Prevention and Care, Southern Africa (ROSAF) and the UNODC Prevention, Treatment and Rehabilitation Section (PTRS), the Programme Officer will be responsible for providing on-going technical guidance and policy advice on the UNODC's Prevention, Treatment, and Rehabilitation efforts in the region by addressing drug demand reduction and addressing drug use disorders as a multifactorial health disorder, that is by supporting countries in the region in their efforts of implementing evidence-based drug use prevention and evidence-based drug use disorder treatment and care strategies in line with the UNODC/WHO International Standards for Drug Use Prevention and the UNODC/WHO International Standards for the Treatment of Drug Use Disorders - including for children and adolescents, based on scientific evidence, human rights and gender considerations.

This position is situated in the framework of UNODC global project GLOK32 – Partnerships for the Treatment of Drug Use Disorders including the UNODC-WHO programme on Drug Dependence Treatment and Care – and the incumbent will be responsible for the day-to-day management of the Southern African segment of GLOK32 in close coordination with UNODC ROSAF and UNODC PTRS. Initially activities will have a focus on quality assurance for treatment of drug use disorder services and systems.

### III. Functions:

- Assist the Government in the assessment, mapping of the drug use disorder treatment treatment and rehabilitation situation, resources in the key areas, support the development of effective strategies and reviewing and adapting national policy and implementation plans.
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- Assist the Government in building national capacity for enhanced policy and service delivery development, coordination, sound monitoring and evaluation with regard to drug use disorder treatment and rehabilitation in line with the UNODC/WHO International Standards for the Treatment of Drug Use Disorders
- Organise and participate as a resource person in relevant meetings and capacity building events on drug use disorder treatment and care, including on quality assurance for the treatment of drug use disorder treatment services and systems, advocacy meetings, roundtables, training workshops and other meetings related to drug use disorder treatment and care, particularly for people who use drugs, people with drug use disorders in the community and in prison settings and persons with drug use disorders in contact with the criminal justice system.
- Provide substantive support to meetings and conferences including proposing agenda topics, identifying and proposing participants, preparing background documents and presentations, and supporting administrative aspects.
- Review, analyse, and evaluate technical reports and other relevant materials on the state of the art of drug use prevention, treatment and care and facilitate dissemination of good practices.
- Facilitate the establishment of technical working groups involving all relevant stakeholders at the national level.
- Represent UNODC in the technical working groups, inter-agency task force, and other relevant forums.
- Ensure the project management of project GLOK32 in South Africa and the Southern African region as requested, including budget reviews, regular reporting, preparation of work plans, progress reports, analytical reports etc.
- Contribute to programme/grant proposals/ concept notes development for various donors, to ensure their technical soundness and appropriateness in the context of drug use prevention, treatment and care and related mental health and HIV prevention and care.
- Support fundraising through research, preparation of proposals and facilitating consultations with donors and counterparts, as requested and in close coordination with ROSAF and PTRS
- Assist the Regional Coordinator in coordination, implementation, monitoring and reporting of related health pillar activities as feasible and requested
- Design and implement technical assistance activities in South Africa related to drug use prevention, treatment and care among people who use drugs and with drug use disorders, in the community and in prison settings - with a priority to activities to be implemented in the framework of UNODC project GLOK32 – in close coordination with ROSAF and PTRS
- Prepare reports such as reports to the HQs, Regional Office, Government and donors.
- Conduct consultations with the government agencies, health service providers, civil society partners and other stakeholders to facilitate the development, implementation and evaluation of drug demand reduction, harm reduction activities.
- Perform other functions as required.

## IV. Impact of Results

The key results have an impact on the proper action and efficiency of the Programme. Accurate analysis and presentation of information strengthens the capacity of the Office and promotes the image of the UNODC as an effective contributor to the response on drugs and crime and especially health and drug use disorder treatment and related areas (mental health, HIV prevention, drug use prevention, justice sector) related issues in the country. Incumbent's own initiative as well as coordination with ROSAF and PTRS is decisive in results of work and timely finalisation.

Experience and knowledge on evidence-based drug use disorder treatment and care to guide national counterparts in their efforts to assess and improve national drug use disorders treatment service and systems is key for this position. Effective planning, development, organization, coordination, implementation, monitoring of UNODC policies, programmes and activities; timely and efficient delivery of assigned tasks and responsibilities; development of well-reasoned and innovative approaches; provision of well-researched and sound analysis and expert advice on drug use disorder treatment and care related developments in the country; effective dissemination of best practices and methodologies; organization and delivery of specialized training; effective liaison and interaction with relevant parties internally and externally.

Provides well researched and sound analysis of issues affecting programme/project development, administration and implementation. Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally. Provides effective substantive, technical assistance in the organization and delivery of training and in servicing of committees and meetings. Effectively assists supervisors in meeting project objectives and outputs. Narrative skills to provide effective communication on UNODC projects to all stakeholders.

## V. Competencies

### **Corporate Competencies:**

- Demonstrates integrity by modelling the UNODC mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

### **Functional Competencies:**

#### Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning and development based on learning plan and applies newly acquired skills

#### Development and Operational Effectiveness

- Ability to work with minimum supervision
- Ability to supervise and train staff
- Ability to plan and organize work
- Ability to work with remote teams

#### Leadership and Self Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure

## **VI. Recruitment Qualifications**

Education:	University degree in psychology, public health, social sciences or any other relevant discipline.
Experience:	A minimum of 5 years of professional experience at the national or international level in managing and working on drug use disorder treatment and care A minimum of 2 years of project management experience
Other Skills:	<p>Professionalism:</p> <ul style="list-style-type: none"> <li>• Knowledge of and/or practical experience in the area of organisation and delivery of training programmes in the field of drug use prevention, treatment and care would be an asset.</li> </ul> <p>Teamwork:</p> <ul style="list-style-type: none"> <li>• Proven ability to work independently and as a member of a multidisciplinary and multi-cultural team.</li> </ul> <p>Communication:</p> <ul style="list-style-type: none"> <li>• Well-developed communication skills to liaise, negotiate and advocate with key stakeholders including with other implementing agencies.</li> <li>• Ability to write reports and reviews and conduct presentations by clearly formulating positions on issues and defending recommendations.</li> </ul> <p>Technological awareness:</p> <ul style="list-style-type: none"> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc.)</li> </ul>
Language Requirements:	Fluency in English and (local language) is required. knowledge of any other official UN language or national languages in the Southern African region would be an asset.

Interested candidate with a relevant experience should submit the following documents” to the UNODC-ROSAF Procurement at [unodc-rosaf.procurement@un.org](mailto:unodc-rosaf.procurement@un.org) with the subject line “**National Consultant - Drug Use Prevention and HIV**” by 31 January 2023

- 1) Cover letter explaining why they think they are the best candidate for this consultancy
- 2) Personal History Profile (UNDP P11 Form). The Personal History Profile must include past work experience and **three contactable referees with validated email and contact numbers.**

**Assessment:** Evaluation of qualified candidates may include an assessment exercise and a competency-based interview. **Short-listed** applicants may be required to undergo relevant skills tests and reference checks will be done.

For enquiries, please contact Takalani Godobedza by email at UNODC-ROSAF Procurement email.

These TORs will also be available on UNODC website:

<https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html>

UNODC/UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous group and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNODC/UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

**Note:** Failure to submit supporting documents as specified in the advertisement will result in the application being considered as “**incomplete**”, therefore this will result in the disqualification of the applicant. Due to the high volume of applications, correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.