

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**VACANCY ANNOUNCEMENT
TERMS OF REFERENCE**

Functional Title of Post	: National Programme Officer (Human Trafficking and Migrant Smuggling)
Classified Level of Post	: SB4
Programme/Project Title	: South Africa Migration Management (SAMM) Project
Programme/Project Number	: XASAC5
Organizational Location	: Regional Office for Southern Africa (ROSAF) Division for Operations (DO) United Nations Office on Drugs and Crime (UNODC)
Duty station	: Pretoria, South Africa
Duration	: 1 Year (Extension subject to availability of funds and incumbent's performance)

Organizational Setting and Reporting Relationships:

The post is located in the Regional Office for Southern Africa (ROSAF) of the United Nations Office on Drugs and Crime (UNODC) in Pretoria, South Africa. The incumbent will work under the direct supervision and substantive guidance of the Crime Prevention and Criminal Justice Officer, and the overall guidance of the UNODC Regional Representative for Southern Africa.

Responsibilities:

Within assigned authority, the National Programme Officer will assist in the implementation of the project "Strengthening Institutional Mechanisms for Migration Management in the Southern Africa Region". The National Programme Officer will be responsible for the following specific duties:

- Provide substantive and technical expertise for the implementation and assessment of the project, including the collection and compilation of relevant background data and information;
- Undertake associated desk research and assessment missions;
- Assist in coordinating project implementation, for example, by arranging assistance delivery and procurement in line with UN rules and regulations;
- Attend and contribute to technical consultations with participating countries, donors and other actors on measures against trafficking in persons and/or smuggling of migrants;

- Facilitate and provide training and other capacity-building assistance for criminal justice actors, including the development of related technical material.
- Undertake negotiations and consultations on anti-trafficking in persons and anti-smuggling issues, especially those concerning criminal justice, with relevant international bodies and organizations and NGOs, as required;
- Prepare technical presentations on the project at related regional/international criminal justice and/or other events, as required;
- Design and facilitate interregional, regional and national training activities targeted to criminal justice related to trafficking in persons and smuggling of migrants;
- Design, prepare and/or facilitate standardized training materials, as an ongoing task;
- Contribute to updating, by reviewing and revising, relevant UNODC training and capacity-building tools; promote their use and application by respective target groups; compile information on best practices in the response to trafficking in persons and smuggling of migrants;
- Coordinate with other intergovernmental organizations, relevant non-governmental organizations and institutions which are active in the provision of training on related issues at the regional or country level;
- Perform other duties as required.

Work implies frequent interactions with the following:

Counterparts, officers and technical staff in relevant Secretariat units and UN funds, programmes and other UN specialized agencies; senior level officers in national governments, international organizations, consultants.

Results Expected:

Provides well-researched and sound analysis and advice on crime prevention and criminal justice related developments in countries and regions, in the specific areas of trafficking in persons and smuggling of migrants, with special focus on law enforcement and prosecution/criminal justice; delivers outputs in a timely manner; effectively implements and/or supports of programme activities; effectively disseminates best practices and methodologies. Organizes and participates in field missions. Delivers effective substantive and technical assistance in the organization and delivery of training for crime prevention and criminal justice administrators. Liaises effectively and in a timely manner and interacts with colleagues and concerned parties internally and externally.

Competencies:

- **Professionalism:**

Has in-depth knowledge and specialization in the field of human trafficking and/or migrant smuggling. Has knowledge of policies and practices in crime prevention and criminal justice, as well as the mandates of the United Nations Office on Drugs and Crime. Has knowledge of and

specialization in substantive and functional areas with very good research and analytical skills. Is able to identify and contribute to the solution of problems/issues. Has knowledge of various research methodologies and sources, including electronic sources on the internet, intranet and other databases. 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.

Qualifications:

Education:

Advanced university degree (Master's degree or equivalent) in criminal law, criminology, social science, international relations, law, economics, public administration, business administration or other related fields is required. A first-level university degree in similar fields in combination with three additional (two) 2 years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

- A minimum of five (5) years of relevant professional experience in crime prevention and criminal justice at national and international levels is required.
- Direct experience in the areas of trafficking in persons and migrant smuggling in the Southern African Africa Development Community Region (SADC) is required.
- Previous experience in engaging with law enforcement and criminal justice practitioners is desirable.
- Experience in implementing technical assistance in criminal justice related matters, gender or human rights is desirable.
- Experience liaising with mid- to high level government officials is desirable.

- Experience in working with RECs especially the SADC Secretariate, Interpol Regional Bureau for Southern Africa desirable.
- Professional experience working within the United Nations system is desirable.
- Proven experience in supporting SADC member States in addressing trans-national organized crime

Language: Language: English and French are the working languages of the United Nations Secretariat. For this position, fluency of English with excellent drafting and communication skills, is required. Knowledge of another United Nations official language is an advantage.

Interested candidate with a relevant experience should submit the following documents to takalani.godobedza@un.org with the subject line “**National Programme Officer (HTMS) SB4**” by 2 February 2023

- 1) Cover letter and Personal History Profile (UNDP P11 Form). The Personal History Profile must include past work experience and three contactable referees with valid 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 technical queries, please contact Human Resources Unit by email at takalani.godobedza@un.org.

These TORs will also be available on UNODC website:

<https://www.unodc.org/southernafrika/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.