

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

**VACANCY ANNOUNCEMENT
TERMS OF REFERENCE**

Functional Title of Post:	National Programme Officer
Type of appointment:	Fixed Term Appointment
Post Number:	ROSAF/2022/FTA/001
Classified Level of Post:	NOB
Project Title:	Global Maritime Crime Programme (GMCP) UNODC (UNODC Global Maritime Crime Programme
Project Number:	GLOX99
Organizational Location:	UNODC Regional Office for Southern Africa (ROSAF) GMCP_Border Management Branch (BMB), Division for Operations (DO)
Duty Station:	Cape Town, South Africa
Duration	1 Year (Extension subject to availability of funds and incumbent's performance)

Organizational Setting and Reporting Relationships: This position is located in the UNODC Global Maritime Crime Programme (GMCP), for the Indian Ocean West (IOW) Programme, Regional Office for Southern Africa (ROSAF), in Cape Town, South Africa. The incumbent will work under the overall guidance of the ROSAF Regional Representative and the under direct supervision of the Project Coordinator (Indian Ocean West - ROSAF) and in close coordination with the Global Maritime Crime Programme team (Indian Ocean West).

Responsibilities: The incumbent will focus on providing substantive contribution in the implementation, monitoring and evaluation and overall project management to the GMCP Indian Ocean West project portfolio. Within assigned authority, the National Programme Officer will supervise project Assistant and be responsible for the following duties:

- Participate in the development, implementation, monitoring and evaluation of projects including review of relevant documents and reports; identifying problems and issues to be addressed and propose corrective actions; liaise with relevant parties and track follow-up actions.
- Carry out basic research and analysis and present information gathered from diverse sources.

- Coordinate activities related to budget and funding (project preparation and submissions, workplan, financial statements, etc.) and ensure that operations, finance management, procurements, logistics, liaison and communication activities assigned to the project are conducted according to UNODC standards and procedures.
- Provide substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- In consultation with UNODC ROSAF Human Resource Associate National Programme Officer will support the recruitment of personnel for the project, including the drafting of Terms of Reference, short-listing, preparing of written and oral questions.
- Assist in guiding project personnel, national and international consultants and experts, and interns in their work and orient the efforts and contributions of consultants, programme personnel, donors, and Government institutions towards the achievement of the projects' objectives.
- Prepare various written outputs for the project, e.g., draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Participate in field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries/reports.
- Perform other work-related duties, as assigned.

Work implies frequent interaction with the following: Programme staff of GMCP (IOW) and colleagues in the GMCP Management and Analysis Unit, staff in UNOV, ROSAF Programme Management Unit, UNDP (administration, finance, budget, Human Resource) and counterparts in the region.

Results expected: Assists in the provision of reliable coordination of programme/project planning and preparation activities and general office support services. Processes work and requisite follow-up accomplished under some supervision, seeks advice from and/or reporting to supervisor as needed. Accurately prepares reports. Consistently applies appropriate policies, guidelines and procedures. Effectively and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

Competencies:

- **Professionalism:** Has knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Has understanding of the functions and organization of the work unit and of the organizational structure and respective roles of related units. Is able to work well with figures, undertake basic research and gather

information from standard sources. Has demonstrated ability to apply good judgment in the context of assignments given. 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.

- **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
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

QUALIFICATION REQUIREMENTS:

Education: An advanced university degree in law, social sciences, Criminal Justice, International Security business or public administration, International Relations or relevant social or political area with adequate focus on international maritime affairs, international security policy, criminal justice and/or law enforcement issues, is required.

A first level degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of three (3) years of progressively responsible experience in project management in support to or administration within the area of rule of law and criminal justice at the international level, national and/or international law enforcement, naval, coast guard or other maritime operations. Previous professional

working experience within the United Nations system and technical knowledge in the fight against international crime is an advantage.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of another official United Nations language is an advantage.

Interested candidates with the relevant experience should submit the following documents to

takalani.godobedza@un.org

- 1) Cover letter explaining why they think they are the best candidate for the position
- 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**.

Closing date 18 January 2023

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.

This TOR will also be available on the 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.