

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

VACANCY ANNOUNCEMENT

Ref No: GLOZ99/02

TERMS OF REFERENCE

POSITION TITLE	: National Project Officer (Anti-Corruption) (Pool recruitment)
PROJECT TITLE	: Global Programme to prevent and combat corruption through effective implementation of United Nations Convention against Corruption in support of Sustainable Development Goal 16 (GLOZ 99) in the Region of Southern Africa; a joint UNODC–SADC Regional Programme “Making the SADC Region Safer from Crime and Drugs”, Pillar II: Criminal Justice and Integrity
ORGANISATION	: United Nations Office on Drugs and Crime
TYPE OF CONTRACT	: Service Contract
LEVEL	: SB5 (ranges from 882,275 ZAR – 1,404,039 ZAR)
DUTY STATION	: Pretoria, South Africa
DURATION	: 1 Year (Extension subject to availability of funds and incumbent’s performance)

ORGANIZATIONAL SETTING AND REPORTING LINES

This position is located in UNODC office for Southern Africa (ROSAF) in Pretoria, South Africa. The incumbent will work under the overall supervision of the Regional Representative for UNODC ROSAF and under direct supervision of a Crime Prevention and Criminal Justice Officer based in Pretoria. S/he will be stationed at the UNODC Regional Office for Southern Africa in Pretoria, South Africa. S/he will receive further substantive and policy guidance from the Chief, Field Support Section (ISS), Corruption and Economic Crime Branch (CEB), Division for Treaty Affairs (DTA) and other senior staff of the Branch located at UNODC Headquarters in Vienna.

DUTIES AND RESPONSIBILITIES

Within assigned authority, the National Project Officer will carry out a range of functions in support of the implementation of the United Nations Convention against Corruption (UNCAC) in South Africa and in the broader Southern African region. **In particular, the incumbent will be responsible for the following duties:**

- 1) Conduct assessments and plan, design and implement technical assistance activities in countries of the region, including organizing and delivering anti-corruption workshops and training programmes and providing assistance for regulatory development and advocacy initiatives.
- 2) Conduct consultations with governments, anti-corruption agencies, other oversight institutions and law enforcement agencies as well as with civil society partners and academia to facilitate the development, implementation and evaluation of anti-corruption activities.
- 3) Provide substantive support to meetings and conferences including proposing agenda topics, identifying and proposing participants, preparing background documents and presentations, supporting administrative aspects if needed.
- 4) Participate in the preparation and conduction of field missions in the countries of the region for the delivery of technical assistance or for research, analysis purposes.
- 5) Support project management including the preparation of work plans, progress reports, financial statements, etc. in close cooperation with ROSAF Programme Management Unit (PMU)
- 6) Support fundraising through research, preparation of proposals and facilitating consultation with donors and counterparts.
- 7) Provide substantive input to the development of technical publications to facilitate the implementation of the Convention in the region.
- 8) Perform duties as required.

Work implies frequent interactions with the following:

Establish and maintain relationships with local counterparts, officers and technical staff of UNODC, local representations of other relevant UN Secretariat entities, specialized agencies, funds and programmes, representatives and officials of Southern African Governments, regional organizations, non-governmental organizations, academics, private sector actors, experts and consultants.

Results Expected:

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.

CORE COMPETENCIES

Professionalism – Professionalism: Has knowledge and understanding of theories, concepts and approaches relevant to crime prevention and criminal justice with a focus on economic crime and corruption related issues. Has good knowledge of legislative aspects of preventing and combating corruption, including their international dimensions. Has knowledge of the mandates of the United Nations Office on Drugs and Crime, as well as of the work of the United Nations in crime prevention and criminal justice substantive knowledge of the United Nations Convention against Corruption. Has ability to identify issues, analyse and contribute to the resolution of problems/issues. Has conceptual analytical and evaluative skills to conduct independent research and analysis. Has knowledge of various legal research sources, including electronic and ability to analyse information on a wide range of legal issues. Has knowledge of project management and implementation related issues and is able to coordinate activities. 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 and 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.

Commitment to continuous learning – Initiative and willingness to learn new skills.

Technological Awareness – Proficiency in the MS Office package, specifically Word, Excel, and PowerPoint are required.

QUALIFICATIONS

Education:

Advanced university degree (*Master's degree or equivalent*) in law, criminal justice, international relations, economics, political and social sciences or a related discipline is required. A first-level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of seven (7) years of progressively responsible professional experience in one or several of the following areas is required: working within or providing advisory services to anti-corruption bodies or oversight institutions; investigating and prosecuting corruption cases in an anti-corruption agency, law enforcement, prosecution services or the judiciary; working as a technical adviser on anti-corruption in an international organization or a non-governmental organization. Experience in designing, implementing and monitoring anti-corruption programmes/projects and/or national anti-corruption strategies is an advantage.

Language:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English with excellent drafting and communication skills, is required. Knowledge of another UN 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 Project Officer (Anti-Corruption) SB5**” by 4 June 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.