



Job Opening

Posting Title: PROGRAMME OFFICER (GLOBAL MARITIME CRIME PROGRAMME), P3
Job Code Title: CRIME PREVENTION AND CRIMINAL JUSTICE OFFICER
Department/ Office: United Nations Office on Drugs and Crime
Duty Station: COLOMBO; NAIROBI; DAKAR
Posting Period: 15 July 2015-14 August 2015
Job Opening number: 15-DRU-UNODC-44478-P-MULTIPLE D/S (E)

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Special Notice

This is a generic job opening for the purpose of creating a roster of qualified candidates for immediate and anticipated job openings in various duty stations.

Filling of a specific post will be subject to funding availability and the initial appointment will be for a period of one year. Extension of the appointment is subject to extension of the mandate and/or the availability of the funds.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

Org. Setting and Reporting

These positions are located in the UNODC Global Maritime Crime Programme (GMCP), Justice Section (JS), Division for Operations (DO). The GMCP is aimed at enhancing criminal justice and law enforcement capacity in combating piracy and other maritime crime. These positions may be based in one of the above duty stations or in other regions, as required by the Programme. The incumbent will operate under the direct supervision of the Senior Programme Officer heading the Global Maritime Crime Programme and in consultation with the Justice Section, Division for Operations, UNODC Headquarters.

For more information on UNODC, please visit the following website: www.unodc.org

Responsibilities

The Programme Officer (GMCP) will, within assigned authority, be responsible for the following tasks:

- Support the implementation, coordination and monitoring of project activities of the Office's Global Maritime Crime Programme, according to approved project document/revisions, valid donor funding agreements, valid policies and financial rules and regulations, and costed work plan/s; identify bottlenecks, propose and take corrective actions in consultation with senior management.
- Monitor on an ongoing basis all project expenditures and utilization of funds related to the Global Maritime Crime Programme and ensure compliance with United Nations (UN) financial rules and regulations, initiate project and/or budget revisions when required.
- Prepare and disseminate costed workplans, terms of reference and other related project documentation, as and when required, in consultation with the Senior Programme Officer heading the Global Maritime Crime Programme and in close collaboration with relevant Headquarters focal points. Maintain close working relationship with relevant administrative and project counterparts in order to facilitate meeting of work plan, travel plan and procurement plan deadlines for delivery.
- Together with relevant technical experts, and in consultation with the relevant procuring entities, identify procurement needs (goods and services) and support the full procurement cycle of the various options.
- Research, analyze and present information gathered from diverse sources, relevant for project implementation related to the fight against maritime crime. Prepare various written outputs, e.g. briefing notes for senior management, sections of UN/UNODC reports such as UNODC Annual Report, ensure quality inputs to publications, website and other reports.
- Prepare and submit for approval substantive and financial reports (monthly financial and quarterly

narrative Programme and Financial Information Management system (ProFi) reports, semi-annual and annual project progress reports, inputs to Quarterly Field Reports (QFRs), annual report to European Union).

- Provide substantive support to consultative and other meetings including meetings, training, conferences and workshops, including proposing agenda topics, identifying participants, preparing of documents and presentations, etc.
- Participate in or support field missions (e.g. Monitoring & Evaluation missions), including provision of guidance to external consultants, government officials and other parties and draft mission reports, and ensure follow-up action.
- Assist the Senior Programme Officer heading the Global Maritime Crime Programme in identifying and implementing maximum strategic visibility for project counterparts, donors/partners and UNODC, in particular as regards European Union visibility in line with respective rules and guidelines. Support UNODC and GMCP in the effective liaison with donors, development partners and other stakeholders; make project achievements known and identify areas of new assistance.
- Support GMCP in drafting new project concepts and documents in relation to the Office's Global Maritime Crime Programme, in order to diversify its portfolio (in line with the Regional Programmes, UNODC Menu of Services and UNODC strategic frameworks) for circulation with potential partners/donors.
- Participate actively for UNODC in relevant local United Nations Country Team (UNCT) administrative/financial/operations networks if assigned to. Guide and coordinate the work of local administrative and support staff if applicable; support the recruitment process of international and local staff as required.
- Perform any other duties as required/assigned by the Senior Programme Officer heading the Global Maritime Crime Programme.

Competencies

- **Professionalism:** Has knowledge and understanding of theories, concepts and approaches relevant to crime issues, in particular to countering maritime crime. Has knowledge of policies and practices in international crime prevention, in particular maritime crime/piracy, as well as the relevant mandates of the United Nations Office on Drugs and Crime (UNODC). Has knowledge of criminal justice, law enforcement 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. Has good analytical, planning, and organizational skills. 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.
- **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.

Education

An advanced university degree (Master's degree or equivalent) in law, criminology, social sciences, police administration, business or public administration 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 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 five years of progressively responsible experience in national and/or international project management, administration or related area, preferably in crime and/or terrorism prevention, law enforcement, prosecution, criminal justice, international relations or related area, is required. Working experience within the United Nations system and technical knowledge in the fight against international crime are an asset.

Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English, i.e. oral and written proficiency, is required. Knowledge of French is desirable. Knowledge of another official United Nations language is an advantage.

Assessment Method

Evaluation of qualified applicants may include an assessment exercise which may be followed by a competency-based interview.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

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