



Job Opening

Job Title: Programme Officer (Forensic Expert), P3
Department/ Office: United Nations Office on Drugs and Crime
Duty Station: ABUJA
Posting Period: 19 September 2013-3 November 2013
Job Opening number: 13-DRU-UNODC-30417-R-ABUJA (E)

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Org. Setting and Reporting

This position is located in the Country Office in Nigeria (CONIG) of the United Nations Office on Drugs and Crime (UNODC), in Abuja, Nigeria. The incumbent will work under the overall supervision of the UNODC Regional Representative for West and Central Africa and the direct supervision of the Programme Coordinator of the project "Support to the Economic Community Of West African States' (ECOWAS) Regional Action Plan on illicit drug trafficking, organized crime related to it and drug abuse in West Africa" based in Abuja. The incumbent will receive substantive guidance from the Chief, Laboratory and Scientific Section at UNODC headquarters in Vienna and from the Law Enforcement Expert (Head, Organized Crime, Illicit Trafficking and Terrorism), based at the UNODC Regional Office for West and Central Africa (ROSEN) in Dakar, Senegal. Administratively, the incumbent will report to the Representative, CONIG.

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

Responsibilities

The Programme Officer (Forensic Expert) will perform the following specific duties:

- In close consultation with relevant UNODC staff both at headquarters and the field coordinate the activities related to the enhancement of forensic science services in support of counter narcotics activities and related crime in West Africa, including aspects of basic 'forensic intelligence' and use of forensic information to support operations, in line with UNODC's thematic programme on scientific and forensic services;
- Provide support and advice to the ECOWAS Drug Unit with regard to project/programme development, monitoring and evaluation in the area of forensic technical assistance and service delivery; provide substantive assistance also within the framework of the Drug Unit's regular activities;
- Follow-up on activities related to project implementation conducted in collaboration with headquarters sections/units and relevant UNODC country offices, e.g. follow-up to the implementation of proficiency tests/collaborative exercises;
- Provide technical and administrative guidance to forensic activities in West Africa; provide technical assistance to forensic science service providers and their counterparts;
- Organize and facilitate national and regional training workshops, study tours, etc.;

- Develop and maintain a substantive dialogue with and between national counterpart governments on project activities and expected outcomes;
- Ensure that forensic data and information are shared regularly and disseminated for use at the national, regional and international level;
- Conduct regular reporting according to the requirements of the project, including reporting to UNODC headquarters and field office management, UNDP administration and finance and respective national counterparts;
- Coordinate and guide consultants in the region as required; participate in the recruitment of personnel required for the implementation of the project;
- Perform other duties as required.

Competencies

- **Professionalism:** Has knowledge and understanding of theories, concepts and approaches relevant to drug control and crime prevention, specifically as relates to the forensic area.. Has some knowledge of the mandates of the United Nations Office on Drugs and Crime and its activities in the forensic field. Is able to identify issues, analyze and participate in the resolution of issues/problems. Is able to apply UN rules, regulations, policies and guidelines in work situations. Is able to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Is able to work independently in a multi-cultural environment. 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.

Education

An advanced university degree (Master's degree or equivalent) in forensic sciences or a related field, 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 professional experience in government or private sector positions related to forensics, preferably including at least two years at the international level and in areas related to drug control and crime prevention, is required. Practical experience in education and training activities in the forensic sciences, particularly in collaboration with relevant international organisations is desirable. Experience in project planning and analysis and project management is desirable. Experience in working with UN programme policies, guidelines and procedures is desirable. Previous experience in a UN field mission and/or in West Africa is desirable. Qualifying years of experience are calculated following the receipt of the first-level university degree recognized by the United Nations.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in both English and French, i.e. oral and written proficiency, with proven drafting and communication skills is required.

Assessment Method

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

Special Notice

This is a project post. Filling of this position is 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 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.

United Nations Considerations

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.

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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