

United Nations JPO Programme



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Submitted by:

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Title: Chief, Convention Evaluation Section

Duty Station: UNOV

Agency/Unit: UNODC/DTA/SINCB/CES

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I have no objections to share my contact information with the candidate/donor

I agree ☐

I disagree ☐

Signature: _____ **Date** _____

Mandatory for field positions: please indicate an HR focal point/ administrative contact person in the field duty station

Name: Sabine Fuchs

Title: Staff Assistant

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Approved by (If different from above):

Name: Mark Colhoun

Title: Secretary of the International Narcotics Control Board (INCB)

Duty Station: UNOV

Agency/Unit: UNODC/DTA/SINCB/OS

Email: mark.colhoun@un.org

Signature: _____ **Date** _____

** Donor countries expect receiving offices to provide supervision and office space for JPOs.
In order to host a JPO, receiving offices will need to liaise with their own Executive Office in connection with the provision of office space including Computer, Telephone and UN Email address.*

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in legal affairs/convention evaluation

Sector of Assignment:

Drug Control and Crime Prevention

Organization/Office:

Convention Evaluation Section, Secretariat of the International Narcotics Control Board (INCB), Division of Treaty Affairs, United Nations Office on Drugs and Crime (DTA/SINCB/CES)

Duty Station:

Vienna, Austria

[Non-Family Duty Station: yes ☐ / no ☐

Duration:

1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Direct Supervision by:

Mr. Paul Rabbat

Title of Supervisor:

Chief, Convention Evaluation Section

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor. Throughout the entire duration of the assignment, the Junior Professional Officer will work under the direct supervision of the Section Chief and will collaborate closely with the other members of the section. Assignments will be delegated and reviewed directly by the Section Chief and regular meetings will be held to provide guidance and feedback on performance.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance. Weekly meetings with supervisor and other staff as deemed appropriate as well as ad-hoc guidance as required will be provided.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the Junior Professional Officer will be responsible for the following duties in order to assist the Board in its treaty-monitoring role:

- Carry out legal and policy research in order to gather information from various sources on the drug control situations in various countries and regions;
- Analyze and evaluate legal and policy developments with a view to determining their consistency with the legal requirements of the international drug control conventions;
- Bring cases of possible inconsistency of legal and policy measures taken by Governments with their international legal obligations as State Parties to the international drug control conventions to the attention of the Board and suggest courses of action including possible remedial measures;
- Identify new developments and trends that may affect the aims of the international drug control treaties and monitor steps taken by Governments in drug control legislation and policies to ensure that the international drug control conventions are fully implemented;
- Prepare written outputs and participate in the drafting of official Board reports, session documents, official correspondence to Governments, session documents, speeches, written statements and press releases, training materials and briefing notes;
- Monitor and evaluate the drug control situation in countries for which article 14 of the 1961 Convention, article 19 of the 1971 Convention and/or article 22 of the 1988 Convention are invoked to ensure progress is made by those Governments under relevant articles.
- Support the President and the Members of the Board in the exercise of their mandate by providing substantive and logistical assistance as required;
- Support the Board in its carrying out of country missions including through the preparation of briefing materials, participation in country missions in a support capacity, drafting of mission reports, letters of recommendation and analysis the implementation by Governments of the Board's recommendations following INCB country missions;
- Foster communication with Governments through various fora including through official correspondence, participation in high-level meetings, training and outreach activities and in country missions;
- Liaise with counterparts within UNODC and WHO, other United Nations agencies, inter-governmental and non-governmental organizations to foster constructive dialogue, collect information on issues related to the implementation of the drug control treaties and disseminate general information on INCB activities.
- Perform other duties as required.
- Output expectations include:
- Provide sound analysis, well-researched background documents and written contributions on issues and developments related to drug control and Member States' compliance with and implementation of the international drug control treaties.
- Prepare and report on country situations and Governments' compliance with their obligations under the international drug control conventions.
- Draft communications to Governments in accordance with diplomatic convention, and, where necessary plan and participate in meetings with representatives of Governments in Vienna.
- Participate in the preparation, organization and implementation of drug control activities, including training of national drug control administrators.

IV. Qualifications and Experience

Education:

Advanced university degree in law (international public law, criminal law) or related field.

Work experience:

A minimum of three years of progressively responsible experience related to drug control activities, crime or terrorism prevention, law enforcement, prosecution, criminal justice, international relations. Work experience in a national drug control authority or in international organizations is an asset.

Languages:

Fluency in English and French (both oral and written) is required with excellent drafting and presentation skills; fluency in another UN official languages is an advantage.

Other skills:

Ability to conduct research using electronic sources and legal databases, web content management skills are an advantage.

UN competencies:

(Please choose “Professionalism” and an additional 2 to max. 4 UN competencies that you deem most relevant for the TOR. Please delete all other competencies.):

PROFESSIONALISM: 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

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 the 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

ACCOUNTABILITY: Takes ownership of all responsibilities and honors 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.

V. Learning Elements

On completion of the assignment, the JPO will have/be able to:

- Developed an in-depth understanding of the three international drug control conventions, the functions of the international drug control system, and Governments’ obligations under the international drug control conventions;
- Developed a greater understanding of public international law and multilateral diplomacy and gained practical experience in a UN body;
- Have an increased understanding of the elements and issues related to international drug control, including national and international policy issues and multilateral tools and working mechanisms.
- Developed transferable legal/analytical skills and developed communication, negotiating and presentation skills through participation in international fora, such as sessions of INCB, the UN Commission on Narcotic Drugs and international drug control conferences and missions.

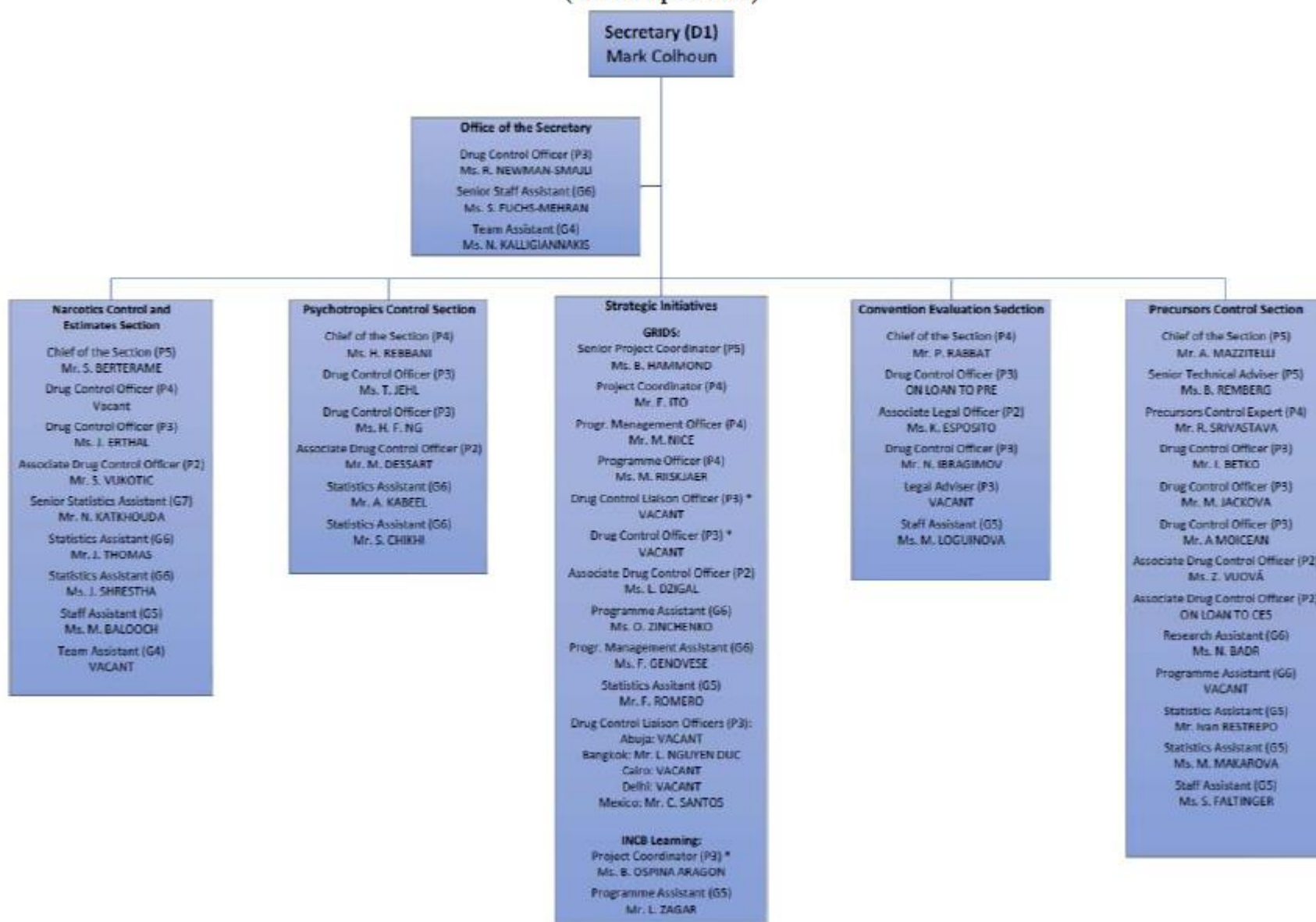
VI. Background Information

The International Narcotics Control Board (INCB or “the Board”) is a quasi-judicial body charged with monitoring the application of the three international drug control conventions and is an integral part of the international drug control regime. It is a treaty-based body established by the international conventions and is composed of 13 independent experts serving in their personal capacity. The Board meets three times a year in Vienna, to discuss recent developments in drug control and evaluate Governments’ performance and make recommendations for improvement to Governments.

The Board is served by a Secretariat (SINCB) which is made up of approximately 30 staff. For administrative purposes, SINCB is located within the Division of Treaty Affairs (DTA) of UNODC, while on substantive matters, it is accountable only to the Board. The Convention Evaluation Section (CES) is part of the Secretariat of INCB (SINCB) and currently has 4, mostly international staff (see Annex).

The Convention Evaluation Section (CES) assists the Board in promoting universal application of the international drug control treaties, namely the Single convention on Narcotic Drugs, 1961; the Convention on Psychotropic Substances, 1971; and the United Nations Convention against Illicit Trafficking in Narcotic Drugs and Psychotropic Substances, 1988. In this pursuit, the section supports the Board in its treaty monitoring functions by: promoting universal ratification of the international drug control conventions through outreach activities; identifying and analysing legal and policy developments in the field of drug control with respect to their compliance with the legal obligations set forth in the conventions, reporting these developments to the Board and suggesting remedial measures as appropriate; supporting the Board and its bureau in the drafting of official reports, speeches, public statements and press releases, legal analyses, correspondence to Governments, other UN agencies, international and regional organizations and civil society groups; providing support to the President of the Board in the carrying out of his representative functions through the drafting of statements and the preparation of briefing materials; supporting the technical sections of the INCB secretariat through the provision of legal and policy advice, as required, on the legal requirements of the international drug control conventions; participating in outreach and cooperation initiatives with other UN bodies including UNODC, WHO and UNDP, as applicable.

**Organizational Chart of the secretariat of the INCB
(as of 1 April 2021)**



* temporary post

