

## Job Opening

<b>Posting Title:</b>	Programme Officer (Border Control Advisor), P4
<b>Job Code Title:</b>	LAW ENFORCEMENT EXPERT, DRUG CONTROL AND CRIME PREVENTION
<b>Department/Office:</b>	United Nations Office on Drugs and Crime
<b>Duty Station:</b>	CAIRO
<b>Posting Period:</b>	05 April 2018 - 04 May 2018
<b>Job Opening Number:</b>	18-Drug Control and Crime Prevent-UNODC-95254-R-Cairo (E)
<b>Staffing Exercise</b>	N/A



United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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### Org. Setting and Reporting

This position is located in the Regional Office for Middle East and North Africa (ROMENA) of the United Nations Office on Drugs and Crime (UNODC) in Cairo, Egypt. The incumbent will work under the overall guidance of the UNODC Regional Representative for the Middle East and North Africa and the direct supervision of the Programme Coordinator (Programme Coordination and Analysis Unit).

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### Responsibilities

In undertaking his/her tasks, the incumbent will work as a member of the Programme Coordination and Analysis Unit (PCAU). S/he will be responsible for the successful implementation of the project: "Strengthening Regional Cooperation and Border Control against Illicit Trafficking", as well as for contributing to any other UNODC project in the MENA region requiring his/her services as Border Control Advisor.

The incumbent will perform the following specific duties:

- Maintain a current knowledge of social, economic and political developments in border security and related trends at the national and regional levels in the countries covered by the project;
- Organize and prepare a variety of written outputs on border security/management and related issues, such as background papers, correspondence with governments, working papers, mission reports, analyses, briefings, presentations, enforcement strategies, policy proposals and documents, studies, summary reports, manuals, tool kits, guides, visibility/communication material, etc.;
- Draft reports and position papers related to operational activities, and as necessary, provide inputs to UNODC management for the analysis of related development and policy issues;
- Attend policy-making and expert group meetings to monitor, analyze and advise on events and discussions, and, when requested, represent ROMENA at those meetings;
- Plan, organize, coordinate, implement and monitor all the activities under the project "Strengthening Regional Cooperation and Border Control against Illicit Trafficking";
- Lead and/or participate in large, complex programming, needs assessment and other technical missions to evaluate and elaborate assistance proposals with cooperating governments, international funding institutions, UN agencies and non-governmental and civil society organizations;
- Provide support in the implementation of ROMENA's resource mobilization strategy in the region and promote long-term sustainability and growth through the establishment of strategic partnerships and the securing of financial support by governments, international, public and private sector donors;
- Deliver training to border and law enforcement officials on border management issues, including but not limited to border management, search and profiling techniques, investigation techniques, inter-agency cooperation, use of specialized equipment, control and surveillance, etc.;
- Monitor expenditures and utilization of funds within the framework of the project; coordinate the preparation of and/or prepare the necessary programme or project documents and reports, such as progress reports, work plans, programme budget, programme performance reports, etc.
- Coordinate the organization and/or delivery of a variety of specialized technical services for governments, e.g. expert group meetings, training seminars, study tours, etc., in order to assist them in the implementation of the project and their international obligations;
- Ensure timely and efficient project management, including project and budget revisions, reporting and monitoring, and negotiations with external counterparts;

## Accessibility

- Liaise with relevant Headquarters' substantive Sections and Units for advice and input for project implementation, as needed;
- Coordinate the work of project staff, and mentor and guide consultants, interns and Associate Experts in their work.
- Perform other work-related duties as may be required.

## Competencies

- **Professionalism:** Has knowledge and understanding of theories, concepts and approaches relevant to border control in general, and search and profiling techniques as well as investigation techniques in particular. Has knowledge of policies and practices in international border management matters as well as in the mandates of the United Nations Office on Drugs and Crime. Has very good research and analytical skills. Is able to identify issues, analyze and participate in the resolution of issues/problems. Is able to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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.
- **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.
- **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 audience; demonstrates openness in sharing information and keeping people informed.

## Education

An advanced university degree (Master's degree or equivalent) in international relations, law, security studies or a related field is required. A first-level university degree in similar fields or equivalent academic education, or professional training with certification from a recognized international/national police, customs or other staff training institution, with specialization in criminal investigation, border management, border working techniques and/or other related areas, in combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree.

## Work Experience

A minimum of seven years of progressively responsible professional experience in border management, criminal investigation and/or security sector management, in police, customs or equivalent institution at the national and/or international level is required. Experience in international technical cooperation, project management and implementation is required. Significant and relevant work experience in a field environment is required. Work experience with the United Nations System or similar international organization is desirable.

## Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and French is required. Fluency in Arabic is desirable. Knowledge of another United Nations official language is an advantage.

## Assessment

Evaluation of qualified candidates may include an assessment exercise and a competency-based interview.

## Special Notice

This is a project post. The initial appointment will be for a period of one year. Extension of appointment will be subject to the availability of funds.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

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.

Cairo is an A category and family duty station.

## United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

**Accessibility**

The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. 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 Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (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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