

Job Opening

Posting Title:	Programme Officer (Forensic Advisor), P4
Job Code Title:	CRIME PREVENTION AND CRIMINAL JUSTICE OFFICER
Department/Office:	United Nations Office on Drugs and Crime
Duty Station:	CAIRO
Posting Period:	06 April 2018 - 05 May 2018
Job Opening Number:	18-Drug Control and Crime Prevent-UNODC-95277-R-Cairo (E)
Staffing Exercise	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 the 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), with additional substantive guidance from the Chief of the UNODC Laboratory and Scientific Section (LSS) at UNODC headquarters (HQ) in Vienna. In undertaking his/her tasks, the incumbent will be part of the Programme Coordination and Analysis Unit (PCAU) located in ROMENA.

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Responsibilities

The incumbent will perform the following specific duties:

- Maintain a current knowledge of substantive and operational developments in the area of forensic sciences and related trends at national, regional and international levels;
- Provide expert advice and contribution to improving cooperation with Member States in the region and relevant organizations and provide technical assistance in that regard, in particular taking into account technical assistance programmes and legal instruments of other inter-governmental organizations;
- Coordinate the work, guide and mentor project staff and consultants in their everyday work and ensure that staff is fully trained; prepare the work plans of all personnel attached to the project and assign duties and priorities as required; identify consultants and oversee preparation of Terms of References (TORs) for missions and lead consultants in different forensic science and medicine disciplines;
- Develop, together with national counterparts, medium- and long-term strategies in forensic science and chain of evidence custody, as well as provide expert advice to the Member States, partner organizations and other actors and donors on forensic-related matters; develop and foster partnerships and cooperation with all key criminal justice system stakeholders;
- Organize and conduct training sessions on forensic sciences and chain of evidence custody matters, throughout the justice system, and provide technical advice to project counterparts upon request;
- Coordinate the organization and/or delivery of a variety of specialized technical services for the government, e.g. expert group meetings, training seminars, study tours, etc., in order to assist the region to reach the project objectives;
- Oversee the development and implementation of all training and mentoring programmes, assess and monitor training needs and progress;
- In close consultation with the UNODC HQ Laboratory and Scientific Section (LSS), ensure standardization and adherence to internationally-accepted standards;
- Identify, prepare and contribute to the development of proposals, tools etc. and prepare documents, in collaboration with substantive Headquarters (HQ) and field offices, in areas of new forms and dimensions of transnational organized crime, especially with regard to forensic sciences and chain of evidence custody;
- Be involved in procurement matters, including in the conducting of needs assessment missions and setting benchmarks, preparing technical specifications and evaluation criteria, and monitoring the use of procured items;
- Participate in and report to the Project Steering Committee and/or other international coordinating groups and stakeholders, as well as facilitate the mid-term and terminal external independent evaluation mission of the project(s);

Accessibility

- Prepare, update and maintain documentation and technical/procedure manuals;
- Ensure timely and efficient project management, including project and budget revisions, reporting and monitoring, and negotiations with external counterparts;
- Ensure regular communication with all project donors, and ensure that reporting obligations and other obligations towards the donors are fulfilled in a timely manner;
- Draft reports and position papers related to operational activities, as well as visibility/communication material, and as necessary, provide input to UNODC management for the analysis of related development and policy issues;
- Perform other work related duties as required.

Competencies

- **Professionalism:** Has knowledge and understanding of theories, concepts and approaches relevant to forensic science and chains of evidence custody, and to criminal justice and how judicial systems function. Has knowledge of policies and practices relevant to the mandates of the United Nations Office on Drugs and Crime. Has very good research, conceptual analytical and evaluative skills. Is able to identify key issues, opportunities and risks and to analyse and participate in the resolution of issues/problems, demonstrating diplomatic skills. Is able to provide sound technical and substantive advice, apply good judgment, manage conflicting priorities as well as oversee and coordinate operations. 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.

Education

An advanced university degree (Master's degree or equivalent) in forensic sciences, law, criminology or related field with a specific focus in forensics 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 years of progressively responsible professional experience in forensic science, crime scene and forensic chain of evidence custody is required. Solid experience in project/programme management is required. Experience in the successful implementation of projects in the areas of forensic science capacity-building, mentoring, programme implementation, management, oversight and governance, preferably in an international setting, is highly desirable. Working experience in the MENA region is highly desirable. Work experience with programmes, policies and procedures of the United Nations or similar international organizations is highly desirable. Operational and work experience in the areas of international criminal investigation and crime prevention and criminal justice reform in conflict and post-conflict settings is highly desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in both English and French is required. Fluency in Arabic is highly desirable. Knowledge of other United Nations official languages 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 classified in the A category and as a family duty station.

United Nations Considerations

Accessibility

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. 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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