

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:	ABUJA; LIBREVILLE; DAKAR;
Posting Period:	30 April 2018 - 29 May 2018
Job Opening Number:	18-Drug Control and Crime Prevent-UNODC-96038-P- (E)
Staffing Exercise	N/A



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

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Org. Setting and Reporting

These positions fall under the UNODC Global Maritime Crime Programme (GMCP) of the United Nations Office on Drugs and Crime (UNODC) and are based in various duty stations covered by the Regional Office for West and Central Africa (ROSEN), such as Abuja, Libreville and Dakar, among others. The Programme Officer (Global Maritime Crime Programme) will work under the direct supervision of the Programme Officer (Global Maritime Crime Programme) for the Gulf of Guinea, and the overall guidance of the UNODC Regional Representative, ROSEN in Dakar, Senegal.

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

Responsibilities

Under the direct supervision of the Programme Officer for the Gulf of Guinea, the Programme Officer (GMCP) will, within assigned authority, be responsible for the following tasks:

- Support the implementation, coordination and monitoring of the projects in the Gulf of Guinea, with main focus on EU regional projects, and other relevant projects under the 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 the projects in the Gulf of Guinea, with main focus on EU regional projects, and other relevant projects under 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 Programme Officer for the Gulf of Guinea, Global Maritime Crime Programme and in close collaboration with relevant Headquarters focal points. Maintain close working relationships with relevant administrative and project counterparts in order to facilitate meeting of work plan, travel plan and procurement plan deadlines for delivery. 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, websites and other reports. Prepare and submit for approval substantive and financial reports, including 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 reports to the European Union. Ensure visibility for the European Union.
- Provide substantive support meetings, training, conferences and workshops, including proposing agenda topics, identifying participants, preparing of documents and presentations, etc.

Accessibility

- 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 Programme Coordinator for the Gulf of Guinea, Global Maritime Crime Programme in identifying and implementing maximum strategic visibility for project counterparts, onors/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.
- Provide support in drafting new project concepts and documents in relation to the Office's Global Maritime Crime Programme, specifically for the Gulf of Guinea, 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 work related duties as required.

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.
- **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 law, criminology, social sciences, law enforcement, public or business administration or relevant social or political area with adequate focus on international maritime affairs, international relations, 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 professional experience in criminal justice in an international environment is required. Experience in project management in an international environment is required. Experience in maritime law, maritime law enforcement or naval operations is desirable. Work experience in planning, training, conducting, and assessing maritime legislation and maritime law enforcement operations is desirable. A broad understanding of the situation in West and Central Africa, the Gulf of Guinea, as well as experience in working with conflict and post conflict countries is highly desirable.

Languages

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

Assessment

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

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. The United Nations Secretariat

Accessibility

maintains rosters of qualified and available candidates to fill anticipated job openings in peacekeeping operations, special political missions, and other field operations in various duty stations. The purpose of this job opening is to generate a list of qualified candidates for inclusion in the Drug Control and Crime Prevention Officer roster (job code 2645 DRU).

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. 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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