

## United Nations JPO Programme



### TERMS OF REFERENCE

#### Junior Professional Officer (JPO)

##### I. General Information

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Title:

JPO in Policy Support for Drug Control Matters and Crime Prevention and Criminal Justice

Sector of Assignment:

Drugs Control and Crime Prevention and Criminal Justice

Organization/Office:

UNODC, Division for Treaty Affairs, Secretariat to the Governing Bodies

Duty Station:

Vienna, Austria

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

Date Required:

2022

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

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Title of Supervisor:

Chief, Secretariat to the Governing Bodies

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the 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.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

The JPO will work under the supervision of the Chief and/or an Officer of the Secretariat to the Governing Bodies (SGB). Supervision will entail work assignments, discussion and approval of a time-bound work plan, regular guidance on how to accomplish work goals, review of work progress, review of all products, and periodic informal and formal assessment of performance.

### III. Duties, Responsibilities and Output Expectations

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The JPO will provide professional support for assisting in the preparations and conduct of sessions of the Commission on Narcotic Drugs (CND) and the Commission on Crime Prevention and Criminal Justice (CCPCJ), and the related meetings of the bureau, extended bureau, and inter-sessional meetings of the Commissions, as well as the Commissions' work vis-a-vis the ECOSOC and the General Assembly.

Responsibilities include also providing support to the meetings of the subsidiary bodies of the CND (the Meetings of Heads of National Drug Law Enforcement Agencies for Africa, Asia and the Pacific, Europe, Latin America and the Caribbean, respectively, as well as the Subcommission on Illicit Drug Traffic and Related Matters in the Near and Middle East).

The JPO will be involved in the work of the Commission on Narcotic Drugs relating to the implementation of its treaty-based functions on placing substances under international control as well as relating to the follow up to major UN policy meetings on drug-related issues, including most recently the 2019 CND Ministerial Declaration on "Strengthening Our Actions at the National, Regional and International Levels to Accelerate the Implementation of Our Joint Commitments to Address and Counter the World Drug Problem".

The JPO will further also assist, in the follow up to the 14<sup>th</sup> United Nations Congress on Crime Prevention and Criminal Justice and the preparations of the 15<sup>th</sup> UN Congress on Crime Prevention and Criminal Justice, to be held in 2025.

**Specific tasks within this general framework will be established through the incumbent's work plan.**

They will generally entail tasks such as:

***Regarding preparations and conduct of the sessions of the CND and CCPCJ, as well as the follow-up to major UN policy events on drug-related issues and the conduct and follow up to UN Congresses on Crime Prevention and Criminal Justice:***

- Assisting in the preparation of pre- and in-session documentation and reports;
- Assisting in the substantive organization, coordination and servicing of the Commissions, both plenary meetings and meetings of the Committee of the Whole;
- Assisting in the substantive preparations for the thematic discussions conducted by the Commissions;
- Assisting with the preparation of provisional agendas and annotations thereto; identifying the need for documents and conference room papers and coordinating their preparation, reviewing reports for contents, consistency and policy implications;
- Assisting in the substantive organization, coordination and servicing of the intersessional meetings of the CND and CCPCJ, its bureaux, extended bureaux, and working groups, including those related to the follow-up process to the 2019 Ministerial Declaration and those related to Crime Congress matters;
- Assisting in the organization, coordination and substantive servicing of meetings of the joint bureaux of the CND and CCPCJ with the bureau of ECOSOC;
- Providing assistance to the respective Chairs of the Commissions and their bureaux, including by supporting the drafting of speaking notes, speeches and written contributions;
- Assisting in the coordination of side events held during the sessions of the Commissions;
- Providing assistance for coordination with the Vienna NGO Committee on Drugs and the Alliance on Crime Prevention and Criminal Justice, in particular in relation to the organization of side events during the sessions of the Commissions;
- Provide assistance for the normative work of the Commission on Narcotic Drugs, and the scheduling procedures under the three international drug control conventions;
- Assisting in the preparation, review and updating of materials and information for posting in the external and internal UNODC web pages in relation to the work of the Commissions, as well as the promotion of the work of the Commissions on the dedicated social media channels;

***Regarding preparations of the sessions of the subsidiary bodies of the CND (the Meetings of Heads of National Drug Law Enforcement Agencies for Africa, Asia and the Pacific, Europe, Latin America and the Caribbean, respectively, as well as the Subcommission on Illicit Drug Traffic and Related Matters in the Near and Middle East):***

- Assisting in the preparation of pre- and in-session documentation and reports;
- Assisting in the substantive organization, coordination and servicing of the meetings;
- Assisting with the preparation of provisional agendas and annotations thereto; identifying the need for documents and conference room papers and coordinating their preparation, reviewing reports for contents, consistency and policy implications;

***Additionally:***

- Assisting in the coordination and preparation of parliamentary documentation on drug-related matters for ***the Economic and Social Council*** and the ***General Assembly*** and servicing of relevant meetings, as well as providing input for the draft agenda of the General Assembly on drug related items;
- Assisting in the organization, and substantive servicing of the ***intergovernmental working group on improving the governance and financial situation of UNODC (FINGOV)***;
- Assisting in the provision of substantive and technical services to ***expert group meetings and to technical meetings of other offices of UNODC***, as required;

***More generally:***

- Carrying out various substantive, organizational and coordination tasks for providing assistance and contributions for preparing technical reports, studies and other documentation required by intergovernmental bodies; undertaking research, analysis and drafting, for review and finalization by senior staff;
- Carrying out various substantive, organizational and coordination tasks for monitoring and analysing policy issues; collecting and analysing data and information; preparing draft policy papers, by undertaking research, analysis and the drafting of text, for review and finalization by senior staff;
- Assisting in the preparation of documentation and provision of information to Member States, NGOs, delegates and participants at meetings serviced by the Secretariat to the Governing Bodies;
- Carrying out other tasks as assigned.

#### **IV. Qualifications and Experience**

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Education:

Advanced university degree in law, international relations, or related field;

Knowledge of drug and crime related issues, and of related social issues, preferably with expertise in legal or social research;

Knowledge of policy and legal issues concerning drug control and crime prevention and criminal justice highly desirable.

Work experience:

Minimum 2 years of relevant work experience, preferable in government service, legal practice, in international organizations and/or in academic research;

Some working experience in the preparation and drafting of documentation and reports for, and in the servicing of international intergovernmental meetings highly desirable;

Some familiarity with international development cooperation and knowledge of, and work experience in, developing countries highly desirable.

Languages:

Fluency in English and French, with excellent drafting skills, is essential; knowledge of other official United Nations languages highly desirable.

Other skills:

Analytical, planning and organizational skills; communication skills; advanced skills of office computer applications.

UN competencies:

*Core values:*

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours

Professionalism: Shows persistence when faced with difficult problems or challenges

Respect for diversity

*Core competencies:*

Teamwork: Works collaboratively with colleagues to achieve organizational goals

Client orientation: meets timeline for delivery of products or services to client

Commitment to continuous learning

## **V. Learning Elements**

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On completion of the assignment, the JPO will have been involved in implementing specified aspects of the programme of work of the United Nations Office on Drugs and Crime and will have received guidance, supervision and on the job-training on a regular basis.

Additional training opportunities may have become available through participation and attendance in specialized substantive events that focus on crime prevention and criminal justice and drug control matters. These may include the organization of field missions, seminars, workshops etc.

Through the assignment:

- the JPO will have gained improved substantive knowledge of the working of the policy making and normative structures of the United Nations system, particularly in relation to crime prevention and criminal justice and drug control matters.
- The JPO will also have gained substantive work experience and exposure in areas related to the overall work of the United Nations in the field of development cooperation and assistance and to the related negotiation processes;
- The JPO will further have gained some experience in programme monitoring and management;
- The JPO will also have improved skills in research and analysis, in preparing policy and programme documents.

## **VI. Background Information**

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The **United Nations Office on Drugs and Crime (UNODC)** is established to implement the Organization's Drug Programme and Crime Programme in an integrated manner, addressing the interrelated issues of drug control, crime prevention and international terrorism in the context of sustainable development and human security. UNODC is the entity of the United Nations with exclusive responsibility for coordinating and providing effective leadership for all United Nations activities in drug related matters, including all aspects of health, law enforcement and criminal justice, human rights and development. UNODC is also responsible for activities in the field of international crime prevention and control, with special focus on strengthening regional and international cooperation in preventing and combating transnational crime, in particular organized and economic crime, money laundering, illicit trafficking in women and children, financial crimes and terrorism in all its forms.

The United Nations Office on Drugs and Crime is organized into four Divisions: The Division for Treaty Affairs, the Division for Operations, the Division for Policy Analysis and Public Affairs and the Division for Management. The **Division for Treaty Affairs (DTA)** has the primary responsibility for carrying out the normative functions of UNODC. These functions relate mainly to the fulfilment of the pertinent treaty and legal responsibilities of the Secretary-General under the terms of international drug and crime control treaties and the resolutions of the United Nations organs, as well as relevant aspects of terrorism prevention.

The **Secretariat to the Governing Bodies (SGB)** acts as an interface between the two Governing Bodies

of UNODC, the Commission on Narcotic Drugs and the Commission on Crime Prevention and Criminal Justice, their subsidiary bodies and other sections of UNODC. It is the main contact point for representatives of Member States and permanent missions in Vienna concerning matters pertaining to the work and the competence of the Commissions. SGB services the regular and reconvened sessions of the Commissions and their subsidiary bodies, and supports their work in organizing the follow-up to the General Assembly Special Session on the world drug problem and other major UN policy events on drug-related matters (e.g. 2019 CND Ministerial Declaration) as well as the preparations for and intergovernmental follow-up to the United Nations Congresses on Crime Prevention and Criminal Justice. It also coordinates the side events and special events held in the framework of the Commissions' work. SGB provides support to the Bureaus and extended Bureaus of the Commissions, dealing with any organizational and substantive matters that require attention by the Commissions both during sessions as well as in the inter-sessional period. SGB also assists the Co-Chairs of the standing open-ended intergovernmental working group on improving the governance and financial situation of UNODC. In addition, SGB coordinates the work of the Governing Bodies of UNODC with the General Assembly and the Economic and Social Council.

The **Commission on Narcotic Drugs (CND)** is the central policymaking body within the United Nations system dealing with drug-related matters. The Commission monitors the world drug situation, develops strategies on international drug control and recommends measures to combat the world drug problem, including through reducing demand for drugs, promoting alternative development initiatives and adopting supply reduction measures. The Commission provides Member States with a venue to exchange expertise, experiences and information on drug-related matters and to develop a coordinated response. It also has functions under the international drug control treaties, for example with regard to the substances under international control. To further cooperation in drug law enforcement activities at the regional level, the Economic and Social Council established the **HONLEA** as **subsidiary bodies of the Commission on Narcotic Drugs**. The regions covered include Europe, Latin America and the Caribbean, Asia and the Pacific and Africa. The meetings usually take place annually to identify salient policy and enforcement issues in their regions, establish working groups to analyze the issues, and then bring their reports and recommendations to the attention of the Commission. The **Subcommission** was established to serve as a consultative body that would provide the Commission on Narcotic Drugs with a regional perspective on dealing with illicit drug activity in the Near and Middle East. The functions of the Subcommission are to facilitate cooperation and coordination in regional activities directed against illicit drug traffic, and to identify priority issues in the area and formulate recommendations to the Commission for addressing these issues.

The **Commission on Crime Prevention and Criminal Justice** is the central body within the United Nations system dealing with crime prevention and criminal justice policy, including trafficking in persons, transnational crime and aspects of terrorism prevention. It monitors the use and application of relevant United Nations standards and norms and guides policy development in response to emerging forms of crime. The Commission offers Member States a forum to exchange expertise, experiences and information, to develop national and international strategies and to identify priorities for combating crime. The Commission coordinates its efforts with other United Nations bodies that have specific mandates in the areas of crime and criminal justice, including the Conference of the Parties to the United Nations Convention against Transnational Organized Crime and the Conference of the States Parties to the United Nations Convention against Corruption. The Commission also acts as preparatory body to -and provides intergovernmental follow up to - the **United Nations Congresses on Crime Prevention and Criminal Justice**.

Further background information on the work of the UNODC in general and of SGB is available at UNODC's web site ([www.unodc.org](http://www.unodc.org)).

The United Nations seeks the participation of suitably qualified female and male candidates in the work of the drugs and crime programmes. It is urged that every effort be made to locate and nominate suitable female and male candidates for the JPO position.