

## United Nations JPO Programme



### TERMS OF REFERENCE 21P068

#### Junior Professional Officer (JPO)

##### I. General Information

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Title:

JPO in Crime Prevention

Sector of Assignment (e.g. Political Affairs, Humanitarian Affairs, Administration etc):

Political Affairs [Crime Prevention and Criminal Justice, Transnational Organized Crime, Human Trafficking and Migrants Smuggling, Corruption, Terrorism and Drug Control]

Organization/Office:

United Nations / United Nations Office on Drugs and Crime (UNODC)

Duty Station:

New York, United States of America

[Non-Family Duty Station: yes  / no X]

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:

Representative, UNODC NY Liaison Office

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.

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

### **III. Duties, Responsibilities and Output Expectations**

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The JPO will:

- Contribute to promoting and supporting UNODC's mandate at the United Nations in NY through participation in, and substantive contributions to, relevant meetings of the main Committees of the General Assembly, ECOSOC, the Security Council, and interagency bodies, and draft related reports on developments to share with UNODC Headquarters and Field Offices;
- Identify key strategic issues pertaining to UNODC's possible contribution to the UN peace and security agenda and prepare, in coordination with substantive Vienna Headquarters Units and Country and Regional Offices, inputs and materials, statements, and other reports, as necessary;
- Assist in providing information to Permanent Missions of Member States and other United Nations entities – through briefings, meetings and personal contacts – to help promote a better understanding of the economic, legal and social consequences of illicit trafficking (including in persons, arms, drugs, and wildlife), crime prevention and criminal justice, corruption, terrorism, transnational organized crime, and other related issues as they pertain to UNODC's mandate and recently adopted 2021-2025 corporate strategy and related regional strategic visions. ;
- Help to coordinate and integrate UNODC's activities with those of other United Nations organizations and entities, including the Department of Political and Peacebuilding Affairs and Peace Operations (DPPA-DPO), UN Development Coordination Office (DCO) with regard to the UN Sustainable Development Group, UNDP, UNICEF, UNOCT, OHCHR, UNWOMEN, and UNAIDS;
- Assist in the planning and holding of General Assembly events for which UNODC acts as substantive secretariat, in coordination with the Office of the President of General Assembly (OPGA), Department of General Assembly Conference Management (DGACM) and Office of Legal Affairs (OLA);
- Support UNODC in its ongoing cooperation and coordination with non-governmental organizations, research centers, training institutions and other non-UN agencies in the field of drug control and crime prevention on issues of interest to UNODC, particularly with other liaison offices;
- Identify substantive issues or needs that could benefit from the delivery of UNODC technical assistance, and initiate policy and fund-raising strategies with NY-based Permanent Missions aimed at facilitating the implementation of the relevant conventions and resolutions;
- Review existing literature and programming in the area of criminal justice, rule of law and crime prevention, particularly through analysis of evaluation reports and relevant academic reports;
- Participate and contribute, on behalf of UNODC, to the Global Focal Point for the Rule of Law and other Inter-agency task forces relevant to UNODC's mandates, and liaise with related UNODC thematic and geographic sections, including UNODC Field Offices, accordingly;
- Assist in organizing UNODC-sponsored events held in New York, and in the preparation of the substantive presentations to UN Bodies and/other general membership;
- Undertake any other duties as required.

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

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#### **Education:**

Advanced university degree (Master's degree or equivalent) in political science, law or economics. A first-level university degree, in combination with qualifying experience particularly in an area related to crime prevention, may be accepted in lieu of the advanced university degree.

#### **Work experience:**

A minimum of 2 years of progressively responsible experience in international law or related fields. An understanding of the UN's role in engaging Member States in the global fight against organized crime, drugs, corruption and



terrorism, including knowledge of main drugs and crime conventions and main counter-terrorism Security Council resolutions, is desirable.

**Languages:**

English and French are the working languages of the United Nations. For this post, fluency in English (both oral and written) is required. Knowledge of another UN official language is desirable.

**Other skills:**

- Computer skills
- Research skills

**UN 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

**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

**Workforce Diversity**

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

**V. Learning Elements**

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

- Analyze and provide concise and accurate reports on political, legal and social developments;
- Provide comments and feedback on consultations related to illicit trafficking (including in persons, arms, drugs, and wildlife), crime prevention and criminal justice, corruption, terrorism, transnational organized crime, and other related issues;
- Undertake advocacy, outreach and networking activities (providing information on the economic and social consequences of the illicit trafficking, corruption, terrorism and transnational organized crime, and the role of UNODC in helping to prevent and counter these phenomena);
- Draft memorandums, letters, reports, remarks and other documents, as needed;
- Monitor and evaluate progress in inter-agency collaboration;
  
- Acquire a good understanding of the internal dynamics of the main UN organs at the UN Headquarters and a solid network of operational contacts among a various array of agencies;
- Familiarize with the negotiation and adoption process of resolution and other UN instruments;

- Engage with relevant representatives from the private sector and civil society on issues related to UNODC's mandate.

## **VI. Background Information**

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The UNODC New York Liaison Office represents UNODC at United Nations Headquarters. It ensures representation at intergovernmental and interagency meetings; it coordinates with other United Nations entities and interacts closely with Permanent Missions to the United Nations in New York and with other institutions and organizations, including NGOs, in areas of crime prevention and criminal justice transnational organized crime, trafficking in persons and migrant smuggling, corruption, terrorism and drug control. The JPO will work directly with the UNODC Representative.