

United Nations JPO Programme



Code#:

Submitted by:

Name: Riikka Puttonen

Title: Crime Prevention and Criminal Justice Officer, Organized Crime and Illicit Trafficking Branch

Duty Station: United Nations Office at Vienna UNOV

Agency/Unit: Conference Support Section, Organized Crime & Illicit Trafficking Branch, Division for Treaty Affairs, United Nations Office on Drugs and Crime

Email: riikka.puttonen@un.org

I have no objections to share my contact information with the candidate/donor I agree I disagree

Signature: _____ **Date** _____

Mandatory for field positions: please indicate an HR focal point/ administrative contact person in the field duty station

Name: N/A

Title: N/A

Email: N/A

Approved by (If different from above):

Name: Same as above.

Title:

Duty Station:

Agency/Unit:

Email:

Signature: _____ **Date** _____

** Donor countries expect receiving offices to provide supervision and office space for JPOs. In order to host a JPO, receiving offices will need to liaise with their own Executive Office in connection with the provision of office space including Computer, Telephone and UN Email address.*

United Nations JPO Programme



TERMS OF REFERENCE

JPO (Associate Expert)

I. General Information

Title:

Associate Expert in Legal Affairs on the Organized Crime Convention

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

Legal Affairs

Organization/Office:

United Nations Office on Drugs and Crimes

Duty Station:

Vienna, Austria

[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

Direct Supervision by:

Riikka Puttonen

Additional Supervisor:

Issam AlKhayat

Title of Supervisor:

Crime Prevention and Criminal Justice Officer, Conference Support Section, Organized Crime and Illicit Trafficking Branch

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

- Support the implementation of the review mechanism of UNTOC and its Protocols, by assisting the participation of States Parties in the review process and contributing to drafting, as appropriate, lists of observation and summaries of the reviews, with a focus on Francophone states.
- Contribute to the general reports of the review process.
- Provide technical and substantive support to States parties to the Convention through RevMod, the software developed to support the review process of UNTOC and its Protocols.
- Assist in the preparation of briefing notes, talking points, speaking notes, speeches and coordination of a variety of inputs on the Organized Crime Convention and its Protocols for senior management and/or States Parties.
- Assist in legislative advisory activities to implement the Organized Crime Convention, with a special focus on crimes that affect the environment and falsified medical products as well as implementation of observations emanating from the review mechanism to the Organized Crime Convention.
- Assist in planning, organizing and substantively servicing capacity building activities, including training on the implementation of the Organized Crime Convention, with a special focus on crimes that affect the environment and falsified medical products, and training on the UNTOC review mechanism.
- Assist in the planning, organizing and substantively capacity building activities in pre-accession to or pre-ratification of the Organized Crime Convention.
- Assist in organizing the sessions of the Conference and its Working Groups, in particular the Working Group of Government Experts on Technical Assistance, including the deliberations on the review mechanism to the Organized Crime Convention.
- Assist in servicing the Governing bodies of UNODC.
- Support the knowledge management of information in SHERLOC knowledge management portal (<https://sherloc.unodc.org/cld/v3/sherloc/>) on the implementation of the Organized Crime Convention with a special focus on crimes that affect the environment and falsified medical products.
- Carry out legal research into States' efforts in tackling emerging legal issues such as establishing intermediary liability of service providers; linkages between organized crime and cybercrime; linkages between organized crime and terrorism; organized crime and corruption.
- Assist in mainstreaming gender and human rights in the implementation of the Organized Crime Convention.
- Assist in the preparation of briefing notes, talking points, speaking notes, speeches and coordination of a variety of inputs on the Organized Crime Convention and its Protocols for senior management and/or Member States.
- Assist in general administration and programme management tasks, especially as they relate to the Global Programme on Implementation of the Organized Crime Convention: from Theory to Practice (GLOT60).
- Assist in general administration and programme management tasks, especially as they relate to programmes and projects on the implementation of the Organized Crime Convention.
- Assist in the preparation of advocacy material on the UNOTC review mechanism and on organized crime in its various forms and manifestations as well as linkages between different crime types.

Output Expectations

High quality contributions to the work of the Section particularly in provision of legal advisory services as well as capacity building activities on implementation of the Organized Crime Convention;

High-quality contributions to materials prepared, including research;

Effective contribution to intergovernmental processes and meetings as described above;

IV. Qualifications and Experience

Education:

Advanced university degree in law, international law, criminology or international relations.

Work experience:

A minimum of two years of professional experience in the field of crime prevention and criminal justice matters, including in international cooperation in criminal matters, within national government agencies, international organizations, academia or non-governmental organizations.

Languages:

Fluency in English and French are required. Knowledge of another official language of the United Nations would be an asset.

Other skills:

Skills in legal analysis, good drafting skills and standard computer skills are required.

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.
- **Communication:** speaks and writes effectively; tailors language, tone, style and format to match the audience; listens to others, correctly interprets messages from others and responds appropriately.
- **Teamwork:** works collaboratively with colleagues to achieve organizational goals, solicits input by genuinely valuing others' ideas and expertise.

V. Learning Elements

On completion of the assignment, the JPO will :

- Have a detailed knowledge of the Organized Crime Convention;
- Have hands-on experience on the implementation of the Organized Crime Convention, in particular the provision of legal advisory services;
- Have detailed knowledge and first-hand experience on the operation of the UNTOC review mechanism, its implementation by States parties via legislative and other measures, good practice, challenges and

solutions, technical assistance needs in the implementation.

- Have a detailed knowledge of the international legal framework pertaining to crimes that affect the environment as well as falsified medical products;
- Have a strong knowledge in knowledge management;
- Have a thorough understanding of international legal and policy issues relating to transnational organized crime;
- Have extensive experience in preparing legislative assistance tools, reports and official documentation;
- Have practical, first-hand experience in programme management, finance, budget and administrative policies and procedures within the United Nations system.

VI. Background Information

The United Nations Office on Drugs and Crime (UNODC) is mandated to assist Member States tackle illicit drugs, crime and terrorism, with headquarters in Vienna and through an extensive network of field offices in all regions of the world. The policy directions of UNODC are grounded in: (a) the international drug control conventions, the United Nations Convention against Transnational Organized Crime and the Protocols thereto, the United Nations Convention against Corruption and the universal legal instruments against terrorism in all its forms and manifestations; and (b) key resolutions of legislative organs, in particular of the General Assembly, the Economic and Social Council, the Commission on Narcotic Drugs and the Commission on Crime Prevention and Criminal Justice.

The Office's work flows logically from these mandates and is reflected in its mission, which is "to contribute to the achievement of security and justice for all by making the world safer from drugs, crime and terrorism" (E/CN.7/2007/14-E/CN.15/2007/5).

Development is key in reducing crime as well as the world's supply of drugs. The rule of law, security and justice go hand in hand with development. A fair, accessible, accountable, effective and credible criminal justice system promotes long-term socio-economic and human development and acts as a shield against the effects of crime, trafficking, corruption and instability. Development and the rule of law promote the licit use of resources rather than their criminal abuse.

The Organized Crime and Illicit Trafficking Branch (OCB) of UNODC seeks to strengthen the rule of law through supporting Member States in the implementation and practical application of the Convention against Transnational Organized Crime (Organized Crime Convention) and the Protocols thereto, as well as the international drug control treaties. It is supporting the work of Member States to achieve Sustainable Development Goal 16, related to Peace, Justice and Strong Institutions, among others.

Within OCB, under the Division for Treaty Affairs, four sections work to support the operations of UNODC as follows:

Conference Support Section (CSS): CSS works to facilitate effective implementation of the Organized Crime Convention and provides services to the Conference of the Parties to Organized Crime Convention and its Working Groups. The Section also provides legislative assistance in the ratification and implementation of the Organized Crime Convention and the three drug control conventions and acts as the focal point within UNODC for emerging crime topics such as trafficking in cultural property. The Section also provides support to the intergovernmental process on cybercrime. The post is located in CSS.

Implementation Support Section (ISS): ISS provides, inter alia, advice, technical support and project guidance on the implementation and practical application of the international conventions to which UNODC provides secretariat support. ISS interacts directly with law enforcement and legal authorities including police, customs, anti-narcotics enforcement, border control bodies, national security agencies (if they are empowered with law enforcement

functions) financial intelligence units, criminal asset recovery units, prosecutors, judges and others and works closely with UNODC field offices.

Human Trafficking and Migrant Smuggling Section (HMTSS): HMTSS supports Member States in implementing the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children and the Protocol against the Smuggling of Migrants by Land, Sea and Air, supplementing the United Nations Convention against Transnational Organized Crime. HMTSS assists Member States, criminal justice practitioners and relevant stakeholders in preventing and prosecuting these crimes, protecting the rights of people who fall prey to the criminals who commit them, and promoting cooperation among Member States to achieve those ends.

Cybercrime and Anti-money laundering Section (CMLS): The United Nations Office on Drugs and Crime works with Member States to counter organized crime and terrorism in a broad range of thematic areas. The efforts to counter these different types of crime increasingly have two aspects in common: the need to address the use of internet technology in the perpetration of crimes and to deprive criminals of their financial means. As a response, UNODC has formed a new Cybercrime and Anti-Money Laundering Section in February 2018 to tackle the enabling factors for organized crime in a tightly coordinated manner. The Section unites the activities of the UN Global Programme on Cybercrime and the Global Programme against Money-Laundering, Proceeds of Crime and the Financing of Terrorism (GPML) which complement each other.

Further background information on the work of the UNODC is available at the UNODC's web site (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. Member States are encouraged to nominate both qualified female and male candidates for the junior professional officer position.