

# United Nations Associate Expert Programme



## TERMS OF REFERENCE

### Associate Expert

#### **I. General Information**

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Title: Associate Expert in the Disruption of Criminal and Terrorist Finance

Sector of Assignment: Anti money laundering and countering the financing of terrorism (AML/CFT).

Organization/Office:

Division for Treaty Affairs (DTA),

Global Programme against Money Laundering, Proceeds of Crime and the Financing of Terrorism (GPML).

Duty Station:

Vienna, Austria

Date Required:

As soon as possible

Duration:

1 year (with possible extension for another year)

#### **II. Supervision**

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First Reporting Officer will be the Programme Manager, GPML.

The Second Reporting Officer will be the Chief of the Cybercrime and Money Laundering Section in UNODC HQ in Vienna, Austria.

The Associate Expert will perform the assigned functions under the substantive and day-to-day guidance of the responsible officer and expert (Programme Officer – Illicit Financial Flows) of GPML based in UNODC HQ, who will act as additional supervisor.

#### ***Content and methodology:***

Under the overall guidance of the Chief of the Cybercrime and Money Laundering Section in UNODC HQ in Vienna, Austria, the Associate Expert will work under the direct supervision of the Programme Manager of GPML based in UNODC HQ and the substantive and day-to-day guidance of the responsible officer and expert (Programme Officer) of GPML based in UNODC HQ who will act as additional supervisor. Supervision will entail work assignment, discussion and approval of time-bound work plan, regular guidance on how to accomplish work goals, routine review of work progress, review of all products, and periodic informal and formal assessment of performance through the e-Performance system.

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

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The Associate Expert will provide professional support for implementing the mandates of the United Nations Office on Drugs and Crime in the area of AML/CFT. The main focus of work is the provision of technical assistance to UN Member States, upon request, in the disruption of criminal and terrorist finance in line with the “Paris Agenda (2018),” the FATF and other international standards, with a specific focus on the Middle East, North and West Africa, the Sahel and the Balkan regions. Activities will focus on enhancing the effectiveness of AML/CFT regimes and strengthening national coordination of Member States’ policy and operational response to threats posed by crime, terrorism and corruption, and in particular “nexus” threats.

The Associate Expert will be expected to travel extensively to West Africa and the Sahel to perform his/her duties. Specific tasks within this framework will be established through the incumbent’s workplan. They will generally entail such tasks as:

#### ***1) Assist in planning and implementing technical assistance and capacity building projects and programmes as per the mandate of GPML:***

- Assist in the development and implementation of regional, sub-regional and country level technical assistance activities, in particular:
  - Training needs analysis at a national and regional level
  - Existing and future courses in AML/CFT for operational level national experts
  - Senior level briefings and workshops for policy makers and operations managers
  - Advice and the provision of professional development systems to manage AML/CFT experts’ specialist career pathways
  - Addressing the gender balance in AML/CFT communities
  - Establish and maintain partnerships with the private sector and civil society
  - Establish and support national and regional level counter threat finance task forces
- Identify and support inter-regional opportunities for joint projects including the Middle East, North and West Africa, the Sahel and the Balkan regions;
- Assist in preparing workplans, as well as self-assessments and follow-up activities, as required;
- Monitor progress of implementation and prepare progress reports, and assist in developing follow-up activities;
- Assist in the coordination of project implementation with concerned staff and offices at HQ, Regional and Country level, as well as partner entities;
- Assist in ensuring coordination of technical cooperation activities with relevant international, regional and national institutions and organizations active in the field. In this context, contribute to maintaining close contacts and regular liaising with United Nations and entities, and with GPML key partner organizations in projects’ implementation such as the UNODC Regional Offices for the Middle East and North Africa and for West and Central Africa (ROMENA and ROSEN), UNODC Terrorism Prevention Branch, the G5 Sahel, Counter Terrorism Executive Directorate (CTED), the International Criminal Police Organization (INTERPOL), UN Office of Counter Terrorism (OCT) including the CTITF Working Group on CFT, the MENAFATF and GIABA FATF-Style Regional Bodies, the European Union, the League of Arab States (LAS), the Gulf Cooperation Council (GCC) and the Global Counter-Terrorism Forum (GCTF).

#### ***2) Contribute to the overall work of GPML:***

- Assist in the preparation of technical documents, policy and strategy papers, as required;
- Assist in technical consultations with participating countries and other actors of the projects;
- Prepare technical presentations for activities under the purview of GPML focusing on counter threat finance

including in West Africa and the Sahel, for review and finalization by senior staff;

- Prepare briefing notes, status reports, draft research and policy papers, technical reports/studies, for review and finalization by senior staff.

### **3) Carry-out other tasks as assigned.**

The Associate Expert is expected to provide good quality, timely and effective assistance to the supervisors and other staff in implementing technical assistance to Member States in the area of enhancing operational capacity to disrupt criminal and terrorist financing, with a particular focus on West Africa and the Sahel.

## **IV. Qualifications and Experience**

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### ***Education:***

- Advanced university degree in law, preferably with a specialization in criminal law (civil law), international law or criminology, with adequate focus on crime prevention and criminal justice matters. A first-level university degree in combination with two years qualifying experience may be accepted in lieu of the advanced university degree.
- Equivalent academic training from a recognized national police, intelligence agency, specialist military, or other staff training college, with specialization in law enforcement and/or counter terrorism / criminal investigation will be accepted.

### ***Work experience:***

A minimum of two years of work experience in investigating and disrupting criminal and terrorist financing is required;

### ***Languages:***

Fluency in English and French, with excellent drafting skills, is required.

### ***Other skills:***

Knowledge of and exposure to other related areas, such as organized crime and illicit trafficking and the delivery of training, is highly desirable;

Analysis and report writing, programme management, teaching or training, and computer skills are an asset.

### ***UN competencies:***

Core values: integrity, professionalism and respect for diversity;

Core competencies: analytical, planning and organizational skills; communication skills; teamwork; creativity; client orientation; commitment to continuous learning; technological awareness and ability to utilize them effectively in work, especially office computer applications;

## **V. Learning Elements**

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The Associate Expert will be involved in implementing specified aspects (i.e. counter-terrorism) of the work of UNODC and will receive guidance, supervision and on the job-training on a regular basis. The Associate Expert will be expected to undertake UN SSAFE (Safe and Secure Approaches in Field Environments) and basic first aid training.

Additional training opportunities may become available through participation in specialized courses in the area of work and attendance at substantive events that focus on criminal justice matters, including the organization of field missions, seminars, workshops, etc.

Through the assignment, the Associate Expert will:

- gain improved substantive knowledge in terrorism specifically and in global crime and justice matters in general;

- gain direct substantive work experience in these areas;
- gain exposure to the overall work of the United Nations in the area of disrupting criminal and terrorist financing;
- improve skills in research and analysis, as well as in the preparation of reports and projects;
- gain exposure to the overall work of the United Nations in the field of development cooperation and assistance;
- gain some experience in programme monitoring and management;
- improve skills in research and analysis, in preparing policy and programme documents and in carrying out technical assistance activities in response to requests made by countries; etc.

## **VI. Background Information**

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The United Nations Office on Drugs and Crime (UNODC) is established to implement the Organization's action against the world drug problem, global criminal activity and terrorism 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 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. It acts on behalf of the Secretary-General in fulfilling responsibilities under the terms of international instruments, standards, norms and resolutions in this field. It provides substantive services to the General Assembly, the Economic and Social Council and committees and conferences dealing with crime and terrorism prevention matters.

The Commission on Crime Prevention and Criminal Justice, a subsidiary commission of the Economic and Social Council, is the intergovernmental body that guides and oversees the work of the crime prevention component of UNODC. The Office provides legal advisory services to Member States, especially for the ratification and implementation of conventions and other international instruments; implementation of Global Project against Terrorism, Corruption, Transnational Organized Crime, Trafficking in Human Beings and Money-Laundering, which seek to develop specialized expertise in these substantive areas and to provide operational assistance to Member States through field level projects; substantive and technical services to intergovernmental bodies for policy development; and research, analysis, inter-agency coordination, resource mobilization and promotion of civil society participation.

### ***The organizational structure of UNODC and its function***

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 has the primary responsibility for three of the five thematic clusters of UNODC, namely Organized Crime and Illicit Trafficking, Corruption and Economic Crime, and Terrorism Prevention. Each thematic cluster is responsible for both the normative and operational aspects of the work related to their particular theme.

As part of UNODC's Regional Programmes for the Middle East and North Africa and West and Central Africa (ROMENA and ROSEN), the governments of North and West Africa and the Sahel have requested UNODC to provide a comprehensive capacity building programme to support their efforts in preventing and mitigating threat finance through the strengthening of the country's anti-money laundering and countering the financing of terrorism framework. The governments have articulated a firm commitment to improving their AML/CFT regime and a deep understanding of the catastrophic costs economic crime has had on their ability to deliver economic development and security outcomes. Supported by UNODC's Regional Programmes and Country Offices, GPML provides specialist training and mentoring to Member States in order to enhance their ability to detect, investigate and disrupt criminal and terrorist financing.

This programme is consistent with the 2015 General Assembly's, West and Central Asia's and its stakeholders commitments, contained in the 2015 Addis Ababa Action Agenda and 2030 Agenda, to combat illicit financial flows. It will support the region's ability to meet the Sustainable Development Goal - 16.4 "By 2030, significantly reduce illicit financial...flows, strengthen recovery and return of stolen assets..." and will support their ability to meet its any remaining FATF action items under the third round of mutual assessments and prepare for their next round of 'effectiveness' evaluations. This is particularly important due to the need to address critical deficiencies which, in the past, led to a loss of correspondent relationships. This activity is wholly supportive of key elements relating to financial investigation and illicit financial flows within the Doha Declaration which was adopted at the conclusion of the 13th United Nations Congress on Crime Prevention and Criminal Justice (Doha, Qatar 12-19 April 2015). These elements include those relating to the financing of terrorism, foreign terrorist fighters, drug trafficking, human trafficking, corruption and other transnational organised crime activities.

Within UNODC, countering illicit financial flows is fully integrated at HQ and field offices. It forms a key part of the Country Offices' and Regional Programme's activities on supporting the capacity of the Government in the fields of Anti-Money Laundering, Terrorist Financing and Anti-Corruption; the Global Programme against Money Laundering is also mandated to strengthen the ability of Member States, upon request, to implement measures against the financing of terrorism, as required pursuant to the United Nations instruments and other internationally agreed standards. These include the International Convention for the Suppression of the Financing of Terrorism (1999), relevant Security Council resolutions, such as 1267 (1999), 1373 (2001), 1540 (2004) and 1624 (2005), 2170 (2014), 2178 (2014), 2195 (2014), 2199 (2015) and most recently 2253 (2015 relating to the Islamic State ("Daesh")), as well as the Financial Action Task Force (FATF) recommendations.

This assistance will involve a 'whole of government' approach, involving all competent authorities which impact the effective implementation of the country's AML/CFT framework. Critically, it will build on progress already made in the area of improving the effectiveness of the AML/CFT framework, strengthening the safety and soundness of the bank and non-bank financial sector (including hawala). It will target the use of AML/CFT tools to prevent and mitigate corruption thereby improving government capacity to mobilise domestic resource, meet fiscal targets, effectively implement service delivery, instill a culture of integrity in the conduct of business and attract productive investment. Finally, it will improve domestic and international security outcomes by strengthening the government's ability to understand the considerable terrorist and crime risks it faces.

The governments and all of their stakeholders recognize that the region faces significant threats to sustainable development, macro-economic stability and national security from money laundering, economic crime and the financing of terrorism. These risks have already resulted in catastrophic outcomes for the economy and security which has encouraged the region to take fundamental steps to prevent the erosion of progress already made in strengthening competent authorities and to improve capacity and policy making bodies rapidly and decisively.

It is further recognized (by the Financial Action Task Force (FATF), the IMF and the UN Security Council) that AML/CFT tools combined with a comprehensive, coherent, whole of government approach to the prevention and mitigation of economic crimes, which is fully integrated into the governments' sustainable development, is necessary to lift the region's people out of poverty and into peace and sustained development. Via the proposed coordinated programme of assistance – UNODC will work with the governments and all stakeholders to ensure that assistance is coordinated and fully integrated into development plans and mutual accountability frameworks.

Within the respective Governments – the Ministry of Finance, the Central Bank, the executive and the justice sector have all highlighted this as a critical governance priority for the next ten years. In order to increase the effectiveness and sustainably of the proposed capacity building assistance in this high risk environment

GPML staff provide advice on legislation, help develop and deliver training frameworks, advise on investigations and help network the region nationally and internationally. GPML Advisors are currently deployed to Afghanistan, Africa, South America, South East Europe, and South East Asia and the Pacific.

Further background information on the work of the UNODC GPML is available at the 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 area of terrorism

prevention. It is urged that every effort be made to locate and nominate suitable female and male candidates for the associate expert position.