

United Nations Associate Experts Programme



TERMS OF REFERENCE

Associate Expert (JPO)

Please indicate if this ToR supersedes a previously submitted ToR for the same position: YES NO

I. General information

Title:

Associate Expert in Counter-Terrorism

Assignment sector:

Political Affairs

Organization/Office:

Counter-Terrorism Committee Executive Directorate

Duty Station:

New York

[Non-Family Duty Station: yes / no]

Date required:

As soon as possible

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:

Title of supervisor:

Senior Legal Officer

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Associate Expert will work with his/her direct supervisor to finalize an agreed work plan. The final work plan will be discussed and mutually agreed upon by the Associate Expert and his/her supervisor.

Evaluation:

The United Nations Performance Evaluation System (e-performance) will serve as the primary platform for the evaluation of the Associate Expert's performance.

III. Duties, responsibilities and expected outputs

The Associate Expert will:

- Contribute to analysis of the status of implementation by Member States of Security Council resolutions 1373 (2001), 1624 (2005) and 2178 (2014), with respect in particular to the financing of terrorism.
- Prepare detailed assessments and draft reports on thematic issues pertaining to the financing of major terrorist groups, with a focus on groups active in the Sahel, North Africa, Middle East and South East Asia, as well as on the freezing of terrorist assets, links between terrorist financing and organized crime and new and emerging terrorist financing trends, including the misuse of new payment methods, the links between human trafficking and the financing of terrorism.
- Identify terrorist-financing-related issues in cases where evaluated States require technical assistance and ensure that technical assistance providers/donors provide follow-up assistance, in particular in the areas of the terrorist financing risk assessment (at national and/or regional levels) and the misuse of the non-profit organizations (NPO) sector for terrorist financing purposes.
- Participate in CTC visits to Member States to report on their compliance with the relevant resolutions and make recommendations for follow-up action as it pertains to countering the financing of terrorism.
- Promote and disseminate CTC-approved standards and best practices to be met by Member States, with a focus on public and private partnerships and the use of financial intelligence in countering terrorism. Liaise with Member States and international and regional organizations, particularly the Financial Action Task Force (FATF) on any policy and other assistance programmes available that could facilitate implementation of the relevant resolutions.
- Assist in organizing CTED-sponsored workshops to bring together senior practitioners on implementing various terrorist financing aspects of resolution 1373 (2001), 16424 (2005), 2178 (2014) and 2396 (2017) and other relevant resolutions, including resolution 2253 (2015), 2331 (2016), 2341 (2017), 2368 (2017), and 2388 (2017).
- Assist in the preparation of presentations to the CTC, CTC open briefing, special meetings and/or the general membership.
- Represent CTED, as required, at international conferences or meetings to which the Executive Director has been invited, and represent CTED in coordinating meetings with local UN counter-terrorism entities.
- Support the work of CTED's terrorist-financing coordinator.
- Undertake any other duties as required.

IV. Qualifications and experience

Education:

Advanced university degree (Master's degree or equivalent) in law or economics. A first-level university degree, in combination with qualifying experience, 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 terrorism, including experience with Security Council resolutions 1373 (2001), 1624 (2005), 2178 (2014) and 2396 (2017). One year of experience related to counter-terrorism is desirable. Experience relating to anti-money-laundering and the financing of terrorism will be required.

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:

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.

Professionalism:

- Knowledge of international legal procedures and instruments, including criminal law, both substantive and procedural. Ability to apply legal expertise to analysing a diverse range of complex and unusual legal issues and problems and in developing innovative and creative solutions in prosecuting complex criminal cases.
- Strong analytical skills and ability to conduct comprehensive legal research on a range of issues, including those of a unique and/or complex nature; proficiency in legal writing and expression and ability to prepare legal briefs, opinions, indictments or legal submissions/motions, and a variety of legal instruments and related documents.
- Discretion and sound judgement in applying legal expertise to sensitive, complex legal issues.
- Strong negotiating skills and ability to influence others to reach agreement.
- Ability to work to tight deadlines and handle multiple concurrent projects/cases.
- Knowledge of contemporary international relations and of UN system, organization and interrelationships.
- 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.

V. Learning elements

The Associate Expert will be expected to:

- Follow CTED internal procedures.
- Assist in analysing and interpreting international, regional and domestic legal instruments, especially those relating to counter-terrorism and the financing of terrorism in particular.
- Conduct research, including but not limited to: international, regional and domestic laws; organizations that operate in the field of counter-terrorism; general research issues related to all other aspects of work undertaken by the Executive Directorate.
- Draft memorandums, letters, reports and other documents, as needed.

- Assist in the organizational and logistical activities of meetings of the Security Council Counter-Terrorism Committee and its subcommittees, as well as in regional and national workshops organized or co-organized by the Executive Directorate.
- Assist in drafting taking points or speeches for the Committee Chair and the Executive Director.
- Build a network of contacts within UN and with other international or regional organizations dealing with counter-terrorism and counter-financing of terrorism.
- Correspond with international, regional and subregional organizations and with Permanent Missions of Member States to the United Nations.
- Attend internal meetings of the Executive Directorate, as well as formal Committee plenary meetings, and take notes as required.
- Undertake other tasks as required.

VI. Background information

Guided by Security Council resolutions 1373 (2001), 1624 (2005) and 2395 (2017), the CTC works to bolster the ability of United Nations Member States to prevent terrorist acts both within their borders and across regions. It was established in the wake of the 11 September terrorist attacks in the United States.

The CTC is assisted by the Counter-Terrorism Committee Executive Directorate (CTED), which carries out the policy decisions of the Committee, conducts expert assessments of each Member State, and facilitates delivery of counter-terrorism technical assistance to States.

Resolution 1373 (2001), adopted unanimously on 28 September 2001, calls upon Member States to implement a number of measures intended to enhance their legal and institutional ability to counter terrorist activities, including taking steps to:

- Criminalize the financing of terrorism
- Freeze without delay any funds related to persons involved in acts of terrorism
- Deny all forms of financial support for terrorist groups
- Suppress the provision of safe haven, sustenance or support for terrorists
- Share information with other Governments on any groups practicing or planning terrorist acts
- Cooperate with other Governments in the investigation, detection, arrest, extradition and prosecution of those involved in such acts; and
- Criminalize active and passive assistance for terrorism in domestic law and bring violators to justice.

The resolution also calls on States to become parties, as soon as possible, to the relevant international counter-terrorism instruments.