

# United Nations JPO Programme



## TERMS OF REFERENCE

**24P110**

### **Junior Professional Officer (JPO)**

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

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Title: JPO in Programme Management, Crime Prevention and Criminal Justice

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):  
Programme Management, Crime Prevention

Organization/Office: UNODC / UNODC Office in Mozambique

Duty Station:  
Maputo, Mozambique

[Non-Family Duty Station: yes  / no

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:  
Head of UNODC Office in Mozambique

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.

Bi-weekly meetings and an ongoing mentoring process will be implemented to ensure that the JPO will develop her or his skills at the maximum extent possible.

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

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Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

- Support the management of the national UNODC programme through the monitoring of implementation through the relevant portals and application.
- Provide specialized expertise for designing and implementing training activities in Mozambique and neighbouring countries focusing several areas of UNODC intervention in the country, with a particular focus on transnational organized crime and terrorism prevention.
- Assess capacity building needs of concerned national entities; conceptualize, design and carry out training workshops



and other relevant initiatives for prosecutorial/adjudicator capacity building and enhancing collaborative investigation, prosecution and adjudication;

- Provide substantive expertise for and participate in conceptualization, design, implementation and evaluation of overall programme initiatives aimed at strengthening criminal justice responses in Mozambique and neighbouring countries.
- Undertake missions and prepare and participate in national expert workshops, subregional/ regional workshops and conduct training activities, as determined.
  - Provide expert inputs for the preparation of technical assistance tools, substantive publications and training materials pertaining to rule of law-based criminal justice responses.
  - Contribute to and participate in programme development and funds mobilization and its on-going refinement, coordination and management; contribute to programme implementation reporting; contribute to programme partnership building.
- Prepare/draft a variety of written substantive outputs, such as background papers, correspondence with governments, working papers, analyses, briefings, presentations, policy proposals and documents, regular and ad hoc reports, summary reports etc.
- Prepare/draft a variety of programme or project documents and reports at the Unit and Office level, such as progress reports, work plans, programme budget, programme performance reports, etc.
- Monitor financial resources allocated to assigned project component; monitor expenditures and funds utilization.
- Liaise with national authorities, donors, international and regional organizations to ensure coordination and fundraising.
- Provide substantive support to consultative and other meetings, conferences, etc., including proposing agenda topics, identifying participants, preparation of documents and presentations, etc.; undertake outreach activities, and communication material for various audiences; conduct training workshops and seminars; make presentations on implementation and progress of the projects as well as other related topics/activities.
- Keep abreast of social, economic and political development in the ROSAF region, particularly those relevant to UNODC mandates and the implementation of programmes/projects.
- Perform other work related duties as may be assigned.

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

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Education:

Advanced university degree (Master's degree or equivalent) in Law, Political Science or related field.

Work experience:

A minimum of 2 years of relevant work experience in the area of criminal justice or law enforcement.

Previous experience with the management of project or programme in any of the UNODC mandated area is required.

Previous experience in the area of technical assistance in UNODC mandated area is desirable.

Experience in organizing meetings, conferences, seminars etc., including their substantive, logistic, financial and administrative aspects is desirable.

Proven track record in resource mobilization, preferably in complex settings, is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of Portuguese is desirable.

#### **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;

**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

**CREATIVITY:** Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches

### **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 have/be able to...

The JPO is expected to learn how to manage large programme in complex settings and to clearly define priorities and set target.

Furthermore, it is expected that the JPO will learn how to design (and to a limited extent deliver) technical assistance actions in several areas of UNODC mandate.

It is also expected that by the end of the assignment, the JPO will be able to conceptualize and design project proposals for large interventions in complex or conflict setting.

## **VI. Background Information**

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The United Nations Office on Drugs and Crime (UNODC) works with Member States to enhance their responses to the intertwined problems of drug use, trafficking, global crime and terrorism by helping create and strengthen legislative, judicial and health systems to safeguard the most vulnerable persons in our society. The rule of law, security and justice go hand in hand with development, and a fair, accessible, accountable, effective and credible criminal justice system promotes long-term socio-economic and human development. Global criminal activities are transforming the international system by posing an increasingly strategic threat to Governments, civil societies and economies. Global trafficking networks are likewise having a major impact on democracy and development and on business and finance.

The policy directions of the United Nations Office on Drugs and Crime 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. However, 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: trafficking in persons, drugs and firearms and the smuggling of migrants.

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 associate expert position.