

# UNITED NATIONS OFFICE ON DRUGS AND CRIME (UNODC)



## JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

### TERMS OF REFERENCE Chiffre Nr. 2023-1-17

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

**Title:** JPO in Crime Research

**Sector of Assignment:** Crime Research

**Organization:** United Nations / United Nations Office on Drugs and Crime (UNODC)

**Unit:** Division for Policy Analysis and Public Affairs (DPA), Research and Trend Analysis Branch (RAB), Programme Management and Development Unit (PDMU)

**Duty Station:** Vienna, Austria

**Duration:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds and satisfactory performance.

**Please note that for participants of the JPO-Programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

#### **II. Supervision**

**Title of Supervisor:**

Programme Officer (Environmental Crime), PDMU and Second Supervisor: Chief, PDMU

**Content and methodology of supervision:**

- Introductory briefing on background and work of the Office on Drugs and Crime;
- Discussion and direction on assignments, including regular follow-up consultations and feedback (as often as needed);
- The JPO will work jointly with his/her direct supervisor to finalize an agreed upon work plan during the first month of the assignment;
- Continuing work-related interaction with other professional staff of the office through staff meetings and ad hoc meetings.

**Evaluation:**

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance. Periodic evaluations with the Programme Officer and the Chief of PDMU.

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

The JPO shall be involved directly in the activities of the work being carried out by the Programme Management and Development Unit and, as appropriate, the wider activities of the Branch. The JPO will carry out basic research on selected issues, operations and other activities, including collection, analysis and presentation of data and other information gathered from diverse sources. The duties of the JPO include:

- Assist in the production of global analyses of Transnational Organized Crime, including crimes that affect the environment.
- Assist in undertaking research activities including organization and monitoring of data collection, carrying out data analyses on Transnational Organized Crime, including the use of geospatial analysis.
- Provide support to projects related to the monitoring of environmental crime activities (illegal mining, illegal logging, illegal crops).
- Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs mainly to UNODC crime trends reports and other publications.
- Assist with the development and maintenance of research networks for the purpose of trans-national trend analysis and threat assessment.
- Participate in field missions as required.
- Keep up to date with developments in criminal justice issues, methodology and related disciplines.
- Undertake any other related activities, as may be required.

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

#### **Education:**

**Master's degree** in social sciences (Economics, Sociology, Criminology, Political Science) **(bitte beachten Sie auch die Hinweise unter VII.)**

#### **Work experience:**

At least two years of experience in areas of research on social science at national or international level.

#### **Languages:**

The working languages of the Secretariat are English and French. Excellent written and spoken English is required for this post. Fluency in French is required. Knowledge of other UN languages an asset.

#### **Other skills:**

Good knowledge of Microsoft Office (Excel, Word and PowerPoint) is required. Experience and knowledge of database and statistical software (R, STATA, Python or others) is an asset.

## **UN competencies:**

**PROFESSIONALISM:** Demonstrates professional competence and mastery of subject matter. Sound knowledge and practical application of theories and concepts related to development and strong research skills and analytical capacity. Shows persistence when faced with difficult problems or challenges. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results

**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. Ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**CLIENT ORIENTATION:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

**TECHNOLOGICAL AWARENESS:** Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

## **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**

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

- Gained experience with UN research, drafting official United Nations studies and technical reports related to activities in crime research.
- Gained knowledge and experience in data collection, analysis and presentation for research conducted in a UN context.
- Gained knowledge on global analyses of Transnational Organized Crime, in particular on crimes that affect the environment.
- Become familiar with undertaking research activities including organization and monitoring of data collection, carrying out data analyses and the use of geospatial analysis.
- Gained experience in organizing and conducting international and regional workshops and meetings and maintaining international research networks.
- Confidently interact with representatives of Member States, national agencies and academia.

## **VI. Background Information**

The mission of the United Nations Office on Drugs and Crime (UNODC) is to contribute to global peace and security, human rights and development by making the world safer from drugs, crime, corruption and terrorism. Within this overarching global mission, UNODC's Research and Trend Analysis branch is to help Member States and the international community access an enhanced evidence and knowledge base for developing responses to drug and crime problems at the international, regional and national level. At the core of UNODC research is the development of knowledge products, the support of capacity development and the development of standards to support programmes and policies in the following areas:

- Transnational Organized Crime, including trafficking in persons, drugs, firearms, wild fauna and flora; smuggling of migrants and crimes that affect the environment.
- Corruption.
- Crime prevention and criminal justice and monitoring of SDGs in mandates areas.
- Drugs, including drug trafficking, drug use, prevention, treatment and reintegration, and alternative development.

The Programme Management and Development Unit (PDMU) hosts the research on Crimes that Affect the Environment, the World Wildlife Crime Report, the Crime Illicit Crop Monitoring Programme, Monitoring and Evaluation of Alternative Development projects, and provides financial and programme management and graphical design support to RAB.

## **VII. Wichtige Hinweise**

**Diese JPO-Stelle ist eingebunden in die deutsch-französische Zusammenarbeit. Bewerberinnen und Bewerber müssen mindestens ein Akademisches Jahr an einer französischen Hochschule in ihrem Fachgebiet studiert haben.**

**Ein Studienabschluss der Deutsch-Französischen Hochschule (Doppel-Master) wird besonders bewertet.**

**Französische Sprachkenntnisse werden vorausgesetzt, und müssen zumindest auf dem Niveau/Level B2 des Europäischen Referenzrahmens nachgewiesen werden und werden im Auswahlverfahren überprüft.**

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2023-1-17 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**