

United Nations Office on Drugs and Crime - UNODC



Junior Professional Officer Program (JPO)

TERMS OF REFERENCE

I. General Information

Job Title:	JPO in Sustainable Development
Sector of Assignment:	Statistics
Unit:	Division of Policy Analysis and Public Affairs (DPA) / Research and Trends Analysis Branch (RAB) / Data Development and Dissemination Unit (DDDU)
Organization:	United Nations Office on Drugs and Crime (UNODC)
Country and Duty Station:	Vienna, Austria
Duration of assignment:	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:

Chief of Data Development and Dissemination Unit (DDDU)

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

The JPO will assist in the implementation of specific components of the Data Development and Dissemination Unit workplan regarding Statistics for monitoring SDGs targets on crime, violence, access to justice, illicit trafficking, corruption and drug treatment.

This includes:

- a) Participation in the development of analytical briefs, data dissemination tools/dashboards to promote the use of SDG data and reach out to a broad range of relevant users (policy-makers, media, academia, NGOs).
- b) Participation in implementing capacity building activities to assist countries in improving their monitoring systems on SDG's targets on crime, violence, access to justice, illicit trafficking, corruption and drug treatment, especially in selected regions of Africa and Asia;
- c) Contribute to the development of methodological standards, guidelines, manuals that can support countries to produce and report on SDG indicators at global and national level

In particular, the JPO will:

- a) Contribute in developing innovative tools and products to disseminate data and analyses on SD Goal 16+ and produce them at regular intervals;
- b) Assist in the production of global and regional reports and in producing statistics for monitoring SDGs targets for crime, violence, access to justice, corruption and rule of law.
- c) Participate in field missions to implement capacity building activities at country and regional level;
- d) Work on methodological and operational documentation to improve quality and availability of statistical data produced by national authorities
- e) Draft documentation needed to develop and present project proposals in the areas of research and capacity building
- f) Participate in inter-agency activities and meetings to coordinate monitoring work on SDGs;
- g) Keep up-to-date with developments in research and statistics on crime and criminal justice issues, corruption and rule of law.

IV. Qualifications and Experience

Education:

Master's Degree in statistics, sociology, criminology, economics or any other relevant social science.

Work experience:

A minimum of 2 years of relevant work experience, preferably in the areas of criminological or criminal justice research and statistics.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post

advertised, fluency in English (both oral and written) is required. Knowledge of other UN official languages is considered an important asset.

Other skills:

Interest in and aptitude for social science research

UN competencies:

Professionalism: Sound knowledge and practical application of theories and concepts related to development; strong research skills and analytical capacity

Commitment to continuous learning: Keeps abreast of new developments in own occupation/profession; Actively seeks to develop oneself professionally and personally; Contributes to the learning of colleagues and subordinates; Shows willingness to learn from others; Seeks feedback to learn and improve

Communication: Excellent spoken and superior written communication skills, including the ability to draft text for publication. 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

Planning and Organising: Ability to develop goals that are consistent with agreed upon strategies; identification of priority activities and assignments, including adjusting these over time, as required; allocation of 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

Technological Awareness: Fully proficient computer skills and use of relevant software (word processing, database management, spreadsheet packages, etc). 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

After two years, the JPO will be able to understand statistical data, draft reports and monitor specific components of SDGs targets on crime, violence, access to justice, illicit trafficking, corruption and drug treatment. In addition, s/he will have gained experience in the following areas:

- Make use of statistical information to produce knowledge and make it accessible to a broad range of non-technical audiences
- Understand challenges related to quality of statistical data
- Conduct evidence-based research, ensure transparency and integrity of data processes

- Communicate and partner with national authorities
- Collaborate and coordinate with other international agencies

VI. Background Information

The Data Development and Dissemination Unit (DDDU) is located within Research and Trends Analysis Branch, Division of Policy Analysis and Public Affairs. The Data Development and Dissemination Unit (DDDU) works with the other Sections in Research and Trends Analysis Branch to implement the UNODC Trends Monitoring and Analysis Programme, a central component of the UNODC Strategy to assist the international community in monitoring illicit drugs and crime issues.

The Data Development and Dissemination Unit (DDDU) is responsible for collecting and processing data on mandated data collections on illicit drugs and crime at the international level;

Furthermore the DDDU is producing relevant estimates for flagship publications and mandated reports;

The DDDU is developing statistical standards and methodological guidelines in the areas of crime, violence, criminal justice, corruption, illegal drugs, organized crime and illicit trafficking

Moreover the DDDU is collecting, analyzing and disseminating data on indicators for SDG monitoring

Last but not least the DDDU is implementing capacity building activities to support countries in producing and disseminating data in the areas above.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)**

Alle Informationen finden Sie unter www.bfio.de