

# UNITED NATIONS OFFICE ON DRUGS AND CRIME (UNODC)



## JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

### TERMS OF REFERENCE

#### I. General Information

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<b>Title:</b>	<b>JPO in Programme Management</b>
<b>Sector of Assignment:</b>	Programme Management
<b>Organization</b>	United Nations / United Nations Office on Drugs and Crime (UNODC)
<b>Unit:</b>	Strategic Planning and Inter-Agency Affairs Unit (SPIA)
<b>Duty Station:</b>	Vienna, Austria
<b>Duration:</b>	<b>2 years with possibility of extension for another year.</b> 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!** Internships / scholarships can be counted at 50% if they were full time and are regarded as relevant professional experience. Remuneration is not the determining factor. We only count internships after the Bachelor's degree.

#### II. Supervision

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Title of Supervisor:  
Chief, Strategic Planning and Inter-Agency Affairs Unit

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 the JPO's performance.

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

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The JPO will provide professional support for implementing the mandates of the United Nations Office on Drugs and Crime (UNODC) in the area of Results Based management and in particular on reporting on the SDGs. He/she will assist with programme planning and reporting of the Strategic Planning and Inter-Agency Affairs Unit, including monitoring of UNODC programmes with a specific focus on vetting their results frameworks and the contribution they make towards the SDGs. S/he will coordinate relevant reports, collating material from a wide array of sources and assist in establishing coherent theories of change for new and upcoming programmes. He/she will be involved in a project related to enhancing outcome measurement of the technical assistance activities of the Office. He/she will also assist with the provision of substantive input on related SDG issues and will contribute to the coordination of the work with the UNODC sections, other Secretariat entities, UN system organizations and external entities.

Specific tasks within this framework will be established through the JPO's work plan.

They will generally entail tasks such as:

Assist with the programme management of the Unit by performing required functions for results-based management, programme planning and programme reporting on the work of the Unit:

- Assist in development of regional/country/global programmes and results frameworks.
- Assist in training and capacity building related to results-based management.
- Assist with coordination of the input to the formulation of UNODC's SDG based reporting.
- Prepare reports for the Unit pertaining to implementation of the Programme Budget and consolidated budget.
- Carry out programmatic/administrative tasks, such as assisting with the coordination of the preparation of the Unit's workplan, reporting on programme performance, including reporting through Umoja.
- Assist with the monitoring of performance indicators and preparation of detailed implementation reports, such as monthly update of the programme implementation report, semi-annual and annual project progress reports.

Assist with the management of the Global Project on "Change Management" and its technical assistance activities:

- Participate in and assist with the periodic refining of the project content, ensuring in-house approvals and support by Member States. Support the preparation/refinement of a mechanism for monitoring implementation, as well as the development and monitoring of the performance measures, including with regard to measuring the impact of the Unit's technical assistance activities.
- Contribute to the initiation, conduct, and coordination of review/s of the Global Project as well and implementation of their recommendations.

- Support with the formulation/review of funding proposals for assigned donors, consultations with them, and monitoring of implementation status of donor funded project activities. Assist with the preparation of donor reports on the utilization of voluntary contributions.
- Participate in consultations with officials of Government and partner entities.
- Assist with preparation of UNODC's input to external parties, including periodic briefings to Member States.

Support with enhancing visibility and promotion of UNODC/SPIA's work by coordinating and preparing various written outputs, such as background papers, correspondence, website, presentations, programme and activity brochures/leaflets, and new awareness-raising material on the work of SPIA.

Support in inter-agency coordination matters and coordination with partners. Assist with programmatic issues and follow-up with external officials and counterparts in the Secretariat at headquarters and in the field, as appropriate.

Assist with the preparation of programmatic reports. Participate in and contribute to the substantive servicing of their meetings. Carry-out other tasks as assigned.

The JPO is expected to provide good-quality, timely and effective assistance to the supervisors and other staff.

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

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Education:

**Master's degree** in political science, international relations, social science, public administration, international studies, history, economics or a related field.

Work experience:

A minimum of 2 years of relevant work experience in project management, communication, organization, and planning, or other related area is required. Prior UN experience would be an asset.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of another UN official language is an advantage.

Other skills:

Two years of relevant experience at the international level is desirable. Experience in the UN common system or International NGO is desirable. Excellent knowledge of Microsoft Office and other data analysis and reporting systems relevant to the job.

#### **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

**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

**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

### **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:

- Improved substantive knowledge in programme management matters and results-based management in general, and in-depth knowledge and SDG based reporting issues in particular;
- Exposure to the overall work of the United Nations in the field of development cooperation and assistance and to the related negotiation processes;
- Acquire a good understanding of inter-agency cooperation mechanisms in the area of SDG based reporting;
- Gain work experience in programme monitoring and management, including carrying out substantive assessments of project proposals and technical assistance requests, and consultations with other UN agencies, donor and recipient countries, relevant IGO's and NGOs.

## **VI. Background Information**

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UNODC is a global leader in the fight against illicit drugs and international crime. Established in 1997 through a merger between the United Nations Drug Control Programme and the Centre for International Crime Prevention, UNODC operates in all regions of the world through an extensive network of field offices. UNODC relies on voluntary contributions, mainly from Governments, for 90 percent of its budget.

UNODC is mandated to assist Member States in their struggle against illicit drugs, crime and terrorism. In the Millennium Declaration, Member States also resolved to intensify efforts to fight transnational crime in all its dimensions, to redouble the efforts to implement the commitment to counter the world drug problem and to take concerted action against international terrorism.

The three pillars of the UNODC work programme are:

- Field-based technical cooperation projects to enhance the capacity of Member States to counteract illicit drugs, crime and terrorism.
- Research and analytical work to increase knowledge and understanding of drugs and crime issues and expand the evidence based for policy and operational decisions.
- Normative work to assist States in the ratification and implementation of the relevant international treaties, the development of domestic legislation on drugs, crime and terrorism, and the provision of secretariat and substantive services to the treaty-based and governing bodies.

In pursuing its objectives, UNODC makes every effort to integrate and mainstream the gender perspective, particularly in its projects for the provision of alternative livelihoods, as well as those against human trafficking.

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

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