

UNITED NATIONS OFFICE ON DRUGS AND CRIME (UNODC)



JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

TERMS OF REFERENCE

I. General Information

Title:	JPO in Sustainable Development
Sector of Assignment:	Development Planning and Project Management
Organization	United Nations / United Nations Office on Drugs and Crime (UNODC)
Office/Unit:	Drug Prevention and Health Branch (DHB), Sustainable Livelihoods Unit (SLU)
Duty Stations:	UNODC Head Quarters Vienna, Austria, 6 months Field Office Vientiane, Lao PDR, 6 months (during 1 st year)
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! 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

Title of Supervisor:
Chief, Sustainable Livelihoods Unit

Content and methodology of supervision:
The JPO will be involved in implementing specified aspects of programmatic work and will receive guidance, supervision and on-the-job-training on a regular basis. An individual workplan

will be developed to align with the workplan of the Unit and the Branch. Review of progress will be done according to the workplan through regular meetings with the supervisor and appraisal in the electronic performance monitoring system on a yearly basis.

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

Duties in Vienna:

- support the development and implementation of UNODC Global Partnership on Alternative Development and Sustainable Livelihoods
- contribute to technical assistance and capacity-building activities of the Unit
- prepare project documents, including the drafting of project budgets according to UN standards
- contribute to substantive and administrative project management tasks in accordance with UN rules and procedures
- prepare documents relevant to the work of the Unit, such as discussion papers and technical guides
- organize experts group meetings and workshops and provide background material as well as follow-up
- prepare inputs for reports, speeches and press releases
- prepare terms of reference for evaluations and consultancies
- contribute to increased exchange with partner organizations in the fields of alternative development and sustainable livelihoods
- deliver technical assistance in the field
- represent the office at international conferences, specialized meetings and other events

Duties in Lao PDR:

- Support the implementation of the alternative development programmes, including field visits, preparation of the reports, implementation of the workplans, finding resolutions to challenging situations
- Support partnerships development and strengthening with the government, private sector and partner organizations
- Support the programme visibility by preparing newsletters, briefings and meetings with the media, updating the website, working closely with the alternative development programme manager
- Prepare project proposals and meet with prospective donors
- Participate in meetings with farmers, trainings, workshops and provide ideas for effective and efficient project implementation

Results:

- substantive contribution to the implementation of alternative development programmes
- high quality programme and project documents
- high quality reports, articles, presentations and other written outputs
- written inputs for background and information material on sustainable livelihoods and alternative development
- substantive and administrative project management outcomes

IV. Qualifications and Experience

Education:

Master's degree in political science, social science, environmental science, economics, development, international relations or a similar discipline.

Work experience:

A minimum of two years of prior job experience required.

Languages:

Excellent spoken and written English required. Knowledge of other UN languages, especially Spanish, would be a strong asset.

Other skills:

The candidate is required to have excellent analytical and drafting skills, be able to work collaboratively with others and work effectively under time pressure.

Experience in working with technical assistance in international settings, knowledge and familiarity with international development work are important assets.

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. Knows and understands theories, concepts and approaches relevant to organized crime, illicit trafficking, drug demand reduction, HIV/AIDS, criminal justice, anti-money laundering, anti-corruption, and terrorism prevention issues. Knows UN regulations and rules, as well as UNODC and United Nations mandates, programmes, policies, guidelines and procedures. Demonstrates professional competence and mastery of subject matter; Has proven research, analytical and problem-solving skills. Has sound judgment and programme coordination skills.
- **Planning and 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.
- **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; demonstrate openness in sharing information and keeping people informed.

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:

- assess project proposals
- prepare written inputs for a wide range of reports
- perform substantive and administrative project management tasks in accordance with UN rules and procedures
- formulate Terms of Reference for evaluations and consultancies

VI. Background Information

This is a very exciting opportunity offering to the incumbent both UNODC Head Quarters and Field Office experience in the alternative development programme, which based on development-oriented drug control, focusing on poverty reduction, food security and environmental conservation. The programme helps poor small rural farming communities that are engaged in the illicit cultivation of coca bush, opium poppy and cannabis to shift to viable income alternatives such as high value cash crops (coffee, cocoa, etc). The programme helps the farmers to improve their food security and livelihoods through access to seedlings, loans, trainings and by forming farmer cooperatives. This approach is often combined with restoring the landscapes affected by slash and burn practices and illicit crop cultivation, for example, through reforestation, afforestation and agro-forestry practices. The SLU in Vienna, together with the HIV/AIDS Section (HAS) and the Prevention, Treatment and Rehabilitation Section (PTRS), make up the Drug Prevention and Health Branch (DHB). The broader objective of the DHB is to promote knowledge-based, effective drug control and crime prevention strategies, policies and programmes at the national, regional and global levels, focusing on socio-economic and public health approaches. This work is done within the framework of relevant UN conventions and other internationally recognized standards and best practices, including the Outcome document of the 2016 General Assembly Special Session on the World Drug Problem, the 2009 Political Declaration and Action Plan on International Cooperation Towards an Integrated and Balanced Strategy to Counter the World Drug Problem and the 2013 Guiding Principles on Alternative Development.

SLU also works with member states and other international organizations, international development agencies and international financial institutions to compile and disseminate best practices and undertakes research on a variety of related subject matters for use in supporting programme and policy development. In addition, SLU annually services the Commission on Narcotic Drugs (CND), which is one of two UNODC governing bodies, and supports member states in the implementation of relevant UNODC and ECOSOC resolutions. In its work servicing the CND, SLU drafts the relevant reports for consideration by member states, thus hands on work with CND Member State delegations is an important component of SLU's work. A sub-set of SLU's work rests in increasing international cooperation for alternative development which requires a catalytic role to facilitate the incorporation of alternative development approaches and strategies into the broader international development agenda, including into poverty reduction strategy papers and country assistance strategies.

Currently UNODC is implementing alternative development projects in Afghanistan, Bolivia, Colombia, Lao People's Democratic Republic, Myanmar and Peru. Although UNODC's activities in these countries are covered by the respective Field Offices, there is a high degree of policy and substantive/technical support from SLU HQ.

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

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