

UNITED NATIONS OFFICE ON DRUGS AND CRIME (UNODC)



JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

TERMS OF REFERENCE Chiffre Nr. 2022-2-49

I. General Information

Title: JPO in Rule of Law and Crime Prevention

Sector of Assignment: Prevention of Organized Crime

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

Unit: UNODC/Country Office in Nigeria (CONIG)

Duty Station: Abuja, Nigeria

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: Country Representative

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 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.

Work assignments will be assigned in line with the job description and based on the Unit's workload. Work progress will be monitored on a continuous basis. Performance will be evaluated half-yearly based on the Junior Professional Officer's (JPO) work plan. The JPO will receive regular guidance on how to accomplish work goals, routine review of work progress and outputs, plus periodic informal and formal performance appraisals.

III. Duties, Responsibilities and Output Expectations

Contribute to the overall implementation of the CONIG technical assistance portfolio in the area of rule of law, in particular in the areas of anti-corruption, trafficking in persons (TIP) and smuggling of migrants (SOM) in Nigeria in line with the United Nations Convention against Corruption and the United Nations Convention against Transnational Organized Crime:

- Provide support to research activities and assessments – current situation status, including of legislative and institutional frameworks, cooperation between agencies at national and sub-regional levels, data gathering and analysis;
- Facilitate and provide training and other capacity-building assistance for criminal justice actors, including the development of related technical material: Participate in the design and facilitation of national and sub-regional training activities; review and adapt relevant UNODC training and capacity-building tools to sub-regional context; promote their use and application by respective target groups; coordinate and liaise with intergovernmental and non-governmental organizations and institutions which are active in the provision of training on related issues at the sub-regional and country levels;
- Provide support to monitoring and evaluation of various CONIG projects, in particular in the field of anti- corruption and TIP/SOM.

Contribute to the development of the CONIG portfolio in various areas related to the promotion of rule of law:

- Assist in conducting consultations with national counterparts – especially the Economic and Financial Crimes Commission (EFCC), the National Agency for the Prohibition of Trafficking in Persons (NAPTIP), the Nigeria Immigration Service (NIS), and the Nigeria Bureau of Statistics (NBS) – and potential donors;
- Develop technical assistance projects and interventions within the framework of UNODC mandates, based on the above-mentioned consultation and in coordination with relevant UNODC teams at HQ and or in other West African countries.

Depending on further development of the CONIG portfolio:

- Contribute to establishing linkages between programmes/ projects in various areas of organized crime;
- Contribute to establishing linkages on the above with operations under the Regional Programme for West Africa implemented by the UNODC Regional Office for West and Central Africa (ROSEN), and that provide assistance in Nigeria's neighbouring countries.

Contribute to other relating tasks:

- Prepare a variety of written outputs, such as briefing notes, speaking points, background papers, correspondence with governments, working papers, mission reports, presentations, policy proposals and documents;
- Perform other work-related duties as required.

Results expected include:

- Well-researched and sound analysis and advice on crime prevention and criminal justice related developments in Nigeria;
- Sound policy analysis and advice on complex legal issues related to the implementation of the UNCAC and UNTOC;
- Comprehensive and timely output delivery;
- Effective implementation and/or support of programme activities;
- Effective dissemination of best practices and methodologies;
- Organization and participation in field missions and delivery of effective substantive and technical assistance activities;
- Regular liaising and interacting with colleagues and concerned parties internally and externally;
- Programme development for technical assistance and related proposals for donor consideration.

IV. Qualifications and Experience

Education:

Master's degree in criminal law, criminology, and/or related social science, international relations, political science, law, public administration or a related field is required.

Work experience:

A minimum of two years of relevant professional experience in crime prevention and criminal justice at national and international levels is required. Proven experience in study/research and/or experience in the area of rule of law, access to justice, crime prevention, criminal justice, organized crime, corruption and/or money laundering; and/or experience in SDG programming, project management and/or monitoring and evaluation, advocacy, donor relations and/or the field of corporate social responsibility is required. Familiarity with project formulation, implementation and monitoring, and exposure to international development cooperation is highly desirable.

Languages:

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

Other skills:

Proficient use of Microsoft Office (Word, Excel, Powerpoint) Proven experience in managing databases 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

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

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

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

The JPO will receive guidance, supervision and on the job-training on a regular basis. Additional training opportunities will become available through participation in specialized activities in the area of work and attendance at substantive events that focus on criminal justice matters, including the organization of field missions, seminars, workshops etc. The JPO will broaden his/her scope of experience and will also gain additional knowledge on criminal justice issues.

In particular, the JPO will:

- gain improved substantive knowledge in crime prevention and justice matters in general, and in-depth knowledge in fighting corruption and transnational organization;
- gain 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 fighting corruption and transnational organized crime;
- gain work experience in research, programme monitoring and management, including carrying out substantive assessment of project proposals and technical assistance requests, and consultations with other UN agencies, donor and recipient countries, relevant IGOs and NGOs.

VI. Background Information

The United Nations Office on Drugs and Crime (UNODC) is the guardian of the United Nations Convention against Corruption (UNCAC) the United Nations Convention against Transnational Organized Crime (UNTAC) and its supplementing Protocols on Human Trafficking, Migrant Smuggling and Arms Trafficking.

For more than 25 years, UNODC, through its Country Office in Nigeria, has been cooperating with the Federal Government, its specialized agencies, the judiciary, as well as select State Governments, civil society and the private sector in making Nigeria safer from drugs, crime and terrorism.

In doing so, UNODC, as part of the United Nations Country Team, is contributing to Nigeria's achievement of the 2030 Agenda for Sustainable Development.

Presently, UNODC provides support in the areas of anti-corruption, counter-terrorism and the prevention of violent extremism, drug prevention, treatment and control, the fight against organized and maritime crime, action against trafficking in persons and smuggling of migrants, justice sector reform as well as the prevention of HIV/AIDS in prison settings and related to drug use.

Further background information on the work of UNODC is available on UNODC's web site (www.unodc.org)

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2022-2-49 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de