

Job Description

I. Position Information

Job Code Title: National Programme Officer (Crime Prevention and Criminal Justice)

Contract Type and Level: Service Contract – SC9

Duration of contract: 1 year (renewable upon satisfactory performance and availability of funds)

Location: Beirut, Lebanon

II. Organizational Context

UNODC technical assistance activities in the Middle East and North Africa (MENA) are undertaken under the broad framework of the Regional Framework for the Arab States (2023-2028). The Regional Framework articulates six focus areas for guiding UNODC-implemented programming at the regional and national levels: 1) A balanced approach to drug control; 2) Strengthening the response to organized crime; 3) Combating trafficking in persons and smuggling of migrants; 4) Action against corruption and financial crime; 5) Preventing and countering terrorism and violence; and 6) Strengthening crime/violence prevention and criminal justice.

Under focus area 5, and based on a strong track record and within its mandate in the areas of crime prevention and criminal justice, UNODC Programme Office in Lebanon is implementing a crime prevention and criminal justice programme with a focus on prison reform with the aim to support national responses to in this area.

Under the overall guidance of the Regional Representative for the Middle East and North Africa and the ROMENA Programme Coordinator based in Cairo Egypt, the incumbent will be based in UNODC Programme Office in Lebanon and will work under the direct supervision of the National Programme Coordinator and Head of Lebanon Programme Office, to ensure the implementation and expansion of the office portfolio.

The incumbent will assist, in coordination with ROMENA, in the implementation of the criminal justice and prison reform program. The project associate will be responsible for providing substantive and administrative support to results oriented, effective, efficient and accountable implementation of the activities and achievement of planned project results and will take part of the implementation of United Nations instruments, resolutions and the Sustainable Development Goals (SDGs).

External contacts: The work of the incumbent entails dealing with external contacts from different UN agencies and other counterparts inside and outside the duty station.

III. Key results and impact

Within assigned authority, the National Project Officer will assist in the implementation and the expansion of the Lebanon Programme Office portfolio.

This will include:

- Coordinate the planning and implementation of the project activities as outlined in the project document/ workplan;
- Contribute to the implementation of UNODC technical assistance in relation to the project by providing substantive, technical and logistical support;
- Work in close collaboration with National Counterparts, UNODC staff both in the Iraq country office, ROMENA and HQs in order to coordinate activities exchange information and to ensure consistent service delivery;
- Work on programme development with a view to ensure the continuous expansion of ROMENA portfolio on TIP/SOM.

In particular the incumbent will be responsible for the following specific duties:

- Prepare detailed work plans and accompanying budgets and budget revisions for the timely and realistic achievement of the project objectives, and monitor expenditure as per funding agreement;
- Ensure timely project review, revisions, monitoring and completion of related reporting obligations;
- In coordination with the project team in ROMENA, organize all procurement of services as per project activities and in line with UN procurement regulations and financial rules and support quality assurance of deliverables;
- Develop, plan and organize activities on Youth Crime Prevention and Criminal Justice;
- Maintain and support smooth coordination with national counterparts, ensuring substantive engagement with institutions and structures to facilitate the implementation of UNODC's project activities;
- Contribute to the delivery of technical assistance pertaining to capacity building at the national level, in accordance with overall strategy and priorities, including in collaboration with the national counterparts;
- Participate in needs assessment consultations and in substantive discussions with the national authorities, and contribute to the drafting of mission/meeting reports;
- Prepare background papers, correspondence with government working papers, mission reports, presentations, policy proposals and ad hoc reports pertaining to law enforcement and justice capacity-building;
- Support the planning, management, coordination and implementation projects activities as outlined in the relevant projects' documents;
- Support the preparation detailed work plans and accompanying budgets and budget revisions for all project activities, as well as the timely and accurate submission of progress and financial reports;
- Provide support to the timely project review, revisions, monitoring and completion of related reporting obligations;
- Support the monitoring of the implementation of all project activities and report on the progress in close coordination with UNODC ROMENA Operations;
- Oversee the procurement of material and equipment, and supervise their delivery in close coordination with UNDP Palestine and UNODC ROMENA Operations;
- Assist in the organization and conducting of training courses, study tours, official meetings and other project-related activities;
- Assist in the organization and logistical support of expert/project staff missions as required;
- Draft concept notes, project proposals and related budget to ensure continuity of technical assistance and expansion of Programme Office in Palestine and ROMENA portfolio;
- Support the implementation of the UNODC gender strategy;
- Help in managing the communications including produce internal reports and newsletters;
- Familiarize themselves with UMOJA system and its processes;
- Perform other duties as required.

IV. Impact of Results

Smooth implementation of the project, which in turn contributes to the Regional Programme of UNODC and the overall PoLEB portfolio

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates commitment to UNODC mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Professionalism: Has knowledge of policies and practices and general understanding of theories, concepts and approaches relevant in crime prevention and criminal justice and international relations, as well as the mandates of the United Nations Office on Drugs and Crime. Has knowledge of and specialization in substantive and functional areas with very good research and analytical skills. Is able to identify and contribute to the solution of problems/issues sound judgment and is politically sensitive. Has knowledge of various research methodologies and sources, including electronic sources on the internet, intranet and other databases. 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.

Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Has experience in project administration/management and knowledge of the operational modalities of UNODC.

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. Good inter-personal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.

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. Ability to plan own work, manage conflicting priorities and to use time efficiently. Ability to organize and implement activities and outputs. Ability to maintain focus and pay attention to necessary details.

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.

VI. Recruitment Qualifications

Education:

- Advanced university degree (Master's degree or equivalent) in law, criminology, international relations or other relevant social science is required. A first-level university degree in similar fields in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

- At least 6 years with a Bachelor's degree or 4 years with a master's degree of relevant progressively professional experience in the administration of projects, including experience in project management and technical cooperation is required; knowledge UNODC's crime prevention and criminal justice mandates is also required.
- Work experience with the United Nations system or similar international organizations is desirable.
- Experience in international criminal justice matters as well as familiarity with project formulation, implementation and monitoring, and exposure to international development cooperation is highly desirable.
- Living/working experience in developing countries and proven cross-cultural and gender sensitivity are highly desirable.

Other desirable skills:

- Excellent computer skills and office software packages (MS Word, Excel, etc)
- Excellent reporting and drafting skills for routine correspondence and proficiency in related computer skills (Excel, Word, PowerPoint);

Language Requirements:

- Fluency in spoken and written English and Arabic. Good knowledge of French is desirable