I. Position Information

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<th>Job Code Title:</th>
<th>National Project Officer</th>
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<tr>
<td>Contract Type and Grade:</td>
<td>Service Contract, SB-4</td>
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<td>Duration of contract:</td>
<td>1 year (renewable upon satisfactory performance and availability of funds)</td>
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<td>Supervisors:</td>
<td>Border Control Expert in the UNODC Regional Office for the Middle East and North Africa (ROMENA), under the overall supervision of the Regional representative of ROMENA.</td>
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<td>Deadline for application:</td>
<td>24.02.2020</td>
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<td>Duty Station:</td>
<td>Cairo Egypt</td>
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II. Organizational Context

Within the Regional Programme for the Arab States to Prevent and Combat Crime, Terrorism and Health Threats and Strengthen Criminal Justice Systems in line with International Human Rights Standards (2016-2021), Sub-Programme 1 on "Organized Crime", UNODC is implementing the project “Strengthening Regional Cooperation and Border Control against Illicit Trafficking”, managed by the UNODC Regional Office for the Middle East and North Africa (ROMENA), based in Cairo.

This position is located at the UNODC Regional Office for the Middle East and North Africa (ROMENA) located in Cairo, Egypt. The Programme Coordinator (Border Control) located in Cairo, Egypt, will be the direct reporting officer and the Deputy Regional Representative at ROMENA will be second reporting officer for the incumbent.

Work implies frequent interactions with the following:
Counterparts, officers and technical staff in relevant Secretariat units and UN funds, programmes and other UN specialized agencies; senior level officers in national governments, international organizations, consultants.
### III. Purpose of the assignment

#### 1. Summary of the key functions:

The incumbent will assist in the provision of substantive and administrative services related to the implementation of UNODC’s border control activities. The incumbent will carry-out the following general tasks:

- Contribute to the implementation of UNODC technical assistance in relation to border control in Egypt and in other MENA countries, as required, by providing substantive and administrative support and other assigned tasks; and
- Work in close collaboration with UNODC staff both in Cairo and in the outposts to coordinate activities and to ensure consistent service delivery, as well as to assist the Border Control Expert and, when required, other Project Coordinators and Programme Associates implementing, and monitoring matters linked to border control.

#### 2. Specific tasks to be performed by the National Project Officer:

The incumbent will fulfil the functions of National Project Officer for all border control activities and initiatives implemented by ROMENA, as well as for other projects as required, and will assist in the provision of technical services related to programme implementation in the region. More specifically, the incumbent will fulfil the following tasks:

- Support the Border Control Expert liaising with, and mobilizing, the relevant national authorities in Egypt and in MENA countries for their contribution/participation to the project’s events;
- Contribute to the planning, implementation, management and delivery of technical assistance activities at the national and regional levels, in accordance with overall strategy and priorities, including in collaboration with national counterparts;
- Support the development of training curricula for law enforcement personnel to combat illicit trafficking (drugs, arms, migrants, contraband, etc.);
- When required, deliver part of the training curricula to law enforcement personnel in Egypt and in other MENA countries;
- Participate in needs assessment missions and in substantive discussions with the national authorities, and contribute to the drafting of mission reports as well as to the development of technical assistance proposals;
- Keep abreast with latest national and regional developments in the MENA region in relation to illicit trafficking, border control and terrorism;
- Support the establishment and maintaining of close contacts with the local representations of donor countries with a view to keeping them informed of UNODC border control activities and mobilizing locally-available resources;
- Contribute to a visible and identifiable UNODC border control expertise in Egypt and in the region, including by representing UNODC at border control-related events;
- Organize international, regional and national conferences, meetings, seminars, training and workshops within or outside of Egypt, and travel to the events' location if needed;
• Provide administrative, financial and substantive support to national and (sub-)regional workshops in order to improve border control capacity in Egypt and other MENA countries.
• Assist in initiating and finalizing budget revisions, workplans, inventory lists, notes to the file, etc. to facilitate implementation and monitoring of project activities;
• Provide support to the project on aspects related to expenditures and the preparation of payment requests in UNODC administrative systems;
• Perform other duties, including drafting of correspondence and contributing to project documents.

IV. Impact of results

Successful implementation of UNODC activities on border control according to established work plans.

V. Competencies and Critical Success Factors

Professionalism: Has knowledge and understanding of theories, concepts and approaches relevant to border control in general, and search and profiling techniques as well as investigation techniques. Has knowledge of policies and practices in cross border investigation matters as well as in the mandates of the United Nations Office on Drugs and Crime. Has very good research and analytical skills. Can identify issues, analyse and participate in the resolution of issues/problems. Can apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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.

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 audience; demonstrates openness in sharing information and keeping people informed.

Planning, organizing and managing performance: 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.

VI. Recruitment Qualifications

Education and Experience: • An advanced university degree (Master’s degree or equivalent) in international relations, law, security studies, Police Studies or a related field will be accepted. A first-level university degree in similar fields in
combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

- Experience in international technical cooperation, project management and implementation are Required.
- Significant and relevant work experience in a field environment is required.
- A minimum of five years of progressively responsible experience in border management or criminal investigation and/or prosecutor, in police or justice or equivalent, at the national and/or international level is required.
- Work experience with the United Nations or similar international organisation is desirable

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<th>Other desirable skills:</th>
<th>Experience in the use of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages; experience in handling web-based management systems.</th>
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<tr>
<td>Language Requirements:</td>
<td>Excellent written and oral English and Arabic languages.</td>
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Interested candidates should submit their duly filled P.11 form and a cover letter explaining why they think they are the best candidate for the position to \texttt{unodc-egypthr@un.org}; by close of business \textbf{24.02.2020} writing in the subject line the title of the position.

	extit{Only short-listed candidates will be contacted}