I. Position Information

<table>
<thead>
<tr>
<th>Job Code Title:</th>
<th>National Project Officer (Anti-Human Trafficking &amp; Migrant Smuggling)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Type and Grade:</td>
<td>Service Contract, SB-5</td>
</tr>
<tr>
<td>Duration of contract:</td>
<td>1 year (renewable upon satisfactory performance and availability of funds)</td>
</tr>
<tr>
<td>Supervisors:</td>
<td>Programme Coordinator (Trafficking in Persons and Migrant Smuggling)</td>
</tr>
<tr>
<td></td>
<td>and Deputy Regional Representative</td>
</tr>
<tr>
<td>Deadline:</td>
<td>25.02.2020</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Cairo, Egypt</td>
</tr>
</tbody>
</table>

II. Organizational Context

Within the Regional Program 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-Program 1 on "Organized Crime", UNODC is implementing the regional projects “Strengthening the Framework of the Arab Region to Prevent and Combat Human Trafficking and Migrant Smuggling”, and ‘Dismantling criminal networks involved in migrant smuggling and human trafficking and operating in North Africa’, managed by the UNODC Regional Office for the Middle East and North Africa (ROMENA), based in Cairo.

The project ‘Strengthening the Framework of the Arab Region to Prevent and Combat Human Trafficking and Migrant Smuggling’ was launched in 2011 with the objective of supporting countries in the MENA region in preventing and combating human trafficking and migrant smuggling. The project is currently focusing on the following areas:

1) Promoting harmonized national legislative frameworks in compliance with the requirements of the Trafficking in Persons Protocol, the Smuggling of Migrants Protocol and other relevant international law.
2) Building skills of law enforcement practitioners, prosecutors and judges to effectively prevent and investigate human trafficking and migrant smuggling while assisting and protecting victims of human trafficking and smuggled migrants.
3) Supporting the development of comprehensive institutional frameworks to prevent and combat human trafficking and migrant smuggling, and to promote interagency cooperation.

This incumbrment would be based in Cairo office under the direct supervision of the Programme Coordinator (Anti-Human Trafficking and Migrant Smuggling), and with the supervision of the Deputy regional representative as the 2nd reporting line.
III. Purpose of the assignment

Under the direct supervision of the Programme Coordinator (Trafficking in Persons and Migrant Smuggling), and in the framework of the projects “Strengthening the framework of the Arab Region to prevent and combat human trafficking and migrant smuggling” and ‘Dismantling criminal networks involved in migrant smuggling and human trafficking and operating in North Africa,’ the National Project Officer (Anti-Human Trafficking & Migrant Smuggling) will:

- Coordinate the planning and implementation of project activities as outlined in the project documents in Egypt, as well as in the wider Middle East and North Africa region;
- Prepare and contribute to capacity-building activities, including workshops and trainings, pertaining to the investigation of organized criminal networks, the protection of trafficking victims and vulnerable migrants, best practices in international cooperation, and other relevant to counter-human trafficking and migrant smuggling areas;
- Coordinate the logistical and administrative arrangements related to the organization and delivery of technical assistance, prepare detailed workplans and ensure timely project monitoring and completion of related reporting obligations in line with donor requirements and UNODC rules;
- Prepare budgets and budget revisions for the timely and realistic achievement of the project objectives, and monitor expenditure as per funding agreement;
- Prepare various written outputs, such as background papers, correspondence with governments, working papers, mission reports, presentations, and ad hoc reports in the area of trafficking in persons and migrant smuggling;
- Provide substantive support to consultative, expert group and other meetings, conferences, capacity-building measures and training workshops, including proposing agenda topics, identifying participants, preparing documents and presentations, etc.;
- 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;
- Maintain updated records for the different project deliverables and revisions;
- Liaise with counterparts and partners at the working level, including government entities and further UN agencies and international organizations, to ensure the participation and contribution of the government to project activities and the coordination of activities among the various international partners;
- Support the development of new initiatives and identify possible UNODC fields of intervention in close cooperation with relevant national counterparts;
- Under the guidance of ROMENA, contribute to the mobilization of additional resources for further technical assistance projects, in line with national strategies and priority areas, and develop concept notes and project documents, when required;
- Promote and strengthen at the working level collaborative initiatives between UNODC and other UN agencies;
- Coordinate with the related technical units in ROMENA and UNODC Headquarters for sharing expertise;
- Carry out any other tasks as required.

IV. Impact of Results

Successful implementation of UNODC activities on human trafficking and migrant smuggling according to established work-plans.

V. Competencies and Critical Success Factors
**Professionalism:** Project coordination and administration experience and skills, and understanding of theories, concepts and approaches relevant to crime prevention, criminal justice, organized crime, and/or related areas. Good analytical and problem-solving skills, including ability to identify and contribute to the solution of problems/issues; sound judgment and political sensibility.

**Communication:** Effective communication (spoken, written and presentational) skills. Ability to prepare, consolidate inputs and finalize programmatic reports, project documents and other relevant materials.

**Teamwork:** 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, organizing and managing performance:** 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:** Ability to identify clients’ needs and develop appropriate solutions; ability to establish and maintain productive partnership with clients.

---

**VI. Recruitment Qualifications**

**Education:**
- Advanced university degree (Master’s degree or equivalent) in law, Criminal Justice, Human Rights, political science, international relations or other social sciences is required. A first-level university degree or equivalent academic education, professional training with certification from a recognized international/national police, customs or other staff training institution, with specialization in criminal justice, crime prevention, criminal investigation, law enforcement, border management, border working techniques and/or other related areas, in combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:**
- Minimum of Seven years of relevant, progressively responsible professional experience in the development, coordination and/or administration of projects, including on human rights, criminal justice, international relations, law enforcement, migration, or related areas is required.
- Knowledge of and exposure to anti-human trafficking or migrant smuggling work or relevant areas is an asset.
- Work experience with the United Nations system or similar international organization is desirable.
- Relevant working experience in providing technical assistance to government authorities in Egypt and/or in the wider North Africa region is desirable.
- Work experience with web-based financial management systems is desirable.

**Language Requirements:**
- Fluency, oral and written, in English and Arabic is required. Working knowledge of French is an asset.

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 unodc-egythr@un.org by close of business 25.02.2020 writing in the subject line the title of the position.

*Only short-listed candidates will be contacted*