I. Position Information

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>National Project Officer (Anti-Corruption)</th>
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<tbody>
<tr>
<td>Agency</td>
<td>UNODC</td>
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<tr>
<td>Type of Contract:</td>
<td>Service Contract, SB-5</td>
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<tr>
<td>Duration Of Contract</td>
<td>12 months (renewable upon satisfactory performance and availability of funds)</td>
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<tr>
<td>Supervisor</td>
<td>Regional Project Coordinator (Anti-Corruption and Anti-Money Laundering) in the UNODC Regional Office for the Middle East and North Africa (ROMENA), under the overall supervision of the Regional Representative and the Deputy Regional Representative of ROMENA.</td>
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<td>Duty Station:</td>
<td>Cairo, Egypt</td>
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II. Organizational Context / Background

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 III on “Combating Corruption and Financial Crimes”, UNODC is implementing the project ‘Action Against Corruption in the MENA region’, managed by the UNODC Regional Office for the Middle East and North Africa (ROMENA), based in Cairo.

Within the framework of the referred project, UNODC will start implementing a regional project, funded by Siemens Integrity Initiative, on strengthening the private sector capacity to prevent corruption and enhance integrity in the Arab Countries”. The project aims to reduce opportunities for corruption by strengthening countries’ anti-corruption frameworks, public-private sector dialogue, and private sector capacity to enhance integrity. The project will be implemented in line with the United Nations Convention against Corruption (UNCAC) which represents the only legally binding universal anti-corruption instrument and covers many different forms of corruption, such as bribery, trading in influence, abuse of functions, and various acts of corruption in the private sector.

The project activities will assist countries in the region to undertake legislative improvements with regards to combatting corruption in the private sector; improve communication between
the public and private sectors by providing a common venue for further interaction, dialogue and knowledge sharing; and provide guidance to companies and SMEs to develop their anti-corruption ethics and compliance programmes.

With the mandate to make the world safer from drugs and crime, UNODC is committed to support Member States in the implementation of the 2030 Agenda for Sustainable Development, Goals (SDGs) which draws together various elements into a comprehensive and forward-looking framework and explicitly recognizes the interrelationship between sustainable development on the one hand, and the fight against drugs and crime, including corruption and terrorism on the other.

Under the overall guidance of the ROMENA Regional Representative and the Deputy Regional Representative, the Incumbent will directly report to the Regional Project Coordinator (Anti-Corruption and Anti-Money Laundering), located in Cairo, Egypt.

### III. Functions / Key Results Expected

#### Summary of key functions:

- Implement UNODC project on “strengthening the private sector capacity to prevent corruption and enhance integrity in the Arab Countries”;
- Promote and coordinate the development of UNODC activities and technical assistance in the field of preventing corruption in the private sector.

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

The incumbent will fulfill the functions of National Project Officer, providing substantive support to the implementation of the project on “Action Against Corruption in the MENA Region”, and the regional project on “Strengthening the private sector capacity to prevent corruption and enhance integrity in the Arab Countries”. More specifically, the incumbent will fulfill the following tasks:

- Develop and maintain a network of contacts, ensuring substantive engagement with institutions and structures to facilitate the implementation of UNODC’s above-mentioned projects;
- Deliver technical assistance pertaining to capacity building at the national and regional levels, in accordance with overall strategy and priorities, including in collaboration with the national counterparts;
- Participate in needs assessment missions and in substantive discussions with the national and regional authorities, and contribute to the drafting of mission reports;
- Prepare background papers, correspondence with governmental institutions, working papers, mission reports, presentations, policy proposals and ad hoc reports;
- Document lessons learnt, best practices and communications material developed throughout the project implementation.
- Plan, implement and manage the project strategies and activities as outlined in the project document;
- Assist the Regional Project Coordinator in preparing 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;
- Ensure timely project review, revisions, monitoring and completion of related reporting obligations;
- Promote and strengthen at the working level collaborative initiatives between UNODC and other UN agencies;
- Monitor the implementation of all project activities and report on the progress;
- Assist in the planning of the procurements of goods and services as per project activities.
and in line with UN procurement regulations and financial rules;

- Assist the Regional Project Coordinator in preparing Terms of Reference for subcontractors to ensure qualitative and objective procurement of services;
- Perform other duties as required.

**Note:** this post is of a regional nature and requires frequent travel, including to conflict and post-conflict countries.

### V. Competencies

**Professionalism:** Sound knowledge of project management, including financial management, strategic planning, monitoring and reporting. Good knowledge and understanding of theories, concepts and approaches relevant to preventing corruption. Excellent knowledge of the mandates, priorities and operational modalities of UNODC’s anti-corruption efforts. Excellent 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.

**Planning and organizing:** 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.

**Accountability:** Reliability and a high level of commitment to timely delivery of a heavy volume of high-quality outputs and to achieving organizational goals. Strong sense of responsibility and result orientation.

**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 or social science, international development 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:**

- Seven years of experience in the field of combating and preventing corruption, preferably with a focus on combating corruption in private sector;
- Relevant professional experience in project management is required;
- Knowledge of modalities of cooperation with SMEs and NGOs is an advantage;
- Relevant working experience in working with or providing technical assistance to governments and the private sector in the Arab region is desirable;
- Work experience with the United Nations or similar international organisations is desirable.
- Work experience with an ERP system is desirable.

Language Requirements:

- Excellent written and oral English and Arabic.

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 unodc-egythr@un.org; by close of business 10.09.2020 writing in the subject line the title of the post.