



# UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

## I. Position Information

<b>Job Code Title:</b>	National Project Officer (Anti-Human Trafficking and Migrants Smuggling)
<b>Contract Type and Grade:</b>	SB5 (SC10)
<b>Duration of contract:</b>	1 year (extension and as per the availability of funds and program)
<b>Duty Station</b>	Cairo, Egypt
<b>Supervisors:</b>	Regional Programme Coordinator (Anti-Human Trafficking & Migrant Smuggling)
<b>Deadline for application:</b>	08 Feb 2024

## II. Organizational Context

UNODC's mission is to contribute to global peace and security, human rights, and development by making the world safer from drugs, crime, corruption, and terrorism. The UNODC Strategy 2021–2025 aims at equipping UNODC to deliver effectively, efficiently, and with accountability, elevating our support to Member States to build just, inclusive, and resilient societies that leave no one behind.

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) in line with the UNODC Strategy 2021-2025. 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 (TIP/SOM); 4) Action against corruption and financial crime; 5) Preventing and countering terrorism and violence; and 6) Strengthening crime/violence prevention and criminal justice.

Under the UNODC Strategy 2021-2025 and the Regional Framework for the Arab States (2023-2028), UNODC is implementing its Trafficking in Persons and Smuggling of Migrants (TIP/SOM) portfolio “*Preventing and countering trafficking in persons and smuggling of migrants (TIP/SOM) in the MENA region 2024-2028*” including Egypt.

The incumbent will work under the direct supervision of the Regional Coordinator of the TIP/SOM portfolio located at the UNODC Regional Office in Cairo. He / she will also work under the overall substantive guidance of the Deputy Regional Representative for the Middle East and North Africa.

The National Project Officer will work in collaboration with the operations, programme and project staff in ROMENA to exchange information and ensure consistent service delivery.

### **III. Functions / Key Results Expected**

Within the assigned authority, the National Project Officer will be in charge of the implementation of the TIP/SOM project in Egypt. This will include:

- Coordinating the planning and implementation of the project activities as outlined in the project document/work plan.
- Responsible for the implementation of UNODC technical assistance in relation to the project by providing substantive, technical, and logistical support.
- Working in close collaboration with National Counterparts, UNODC staffs in Egypt and HQs and others in order to coordinate activities exchange information and ensure consistent service delivery.
- Working on programme development with a view to ensuring the continuous expansion of the UNODC portfolio in TIP/SOM.
- Support the UN wide agenda in Egypt by collaborating with the respective mechanisms and working groups.

The incumbent will fulfill the functions of National Project Officer, providing substantive support to the development and implementation of the program “*Preventing and Countering Trafficking in Persons and Smuggling of Migrants (TIP/SOM) in the MENA region 2024-2028*”. This will include:

- Prepare/draft a variety of written outputs, such as background papers, correspondence with governments, working papers, mission reports, analyses, briefings, presentations, policy proposals and documents, annual/quarterly reports, activity reports, project and budget revisions, internal and external visibility/social media outputs, and translations.
- Prepare/draft, in a timely manner, relevant documents and reports required by the donors, the implementation of technical assistance, as well as internal reporting.
- Contribute to the development of technical papers, manuals, guides, toolkits, and standard operating procedures related to gender, human rights, migrant smuggling, and human trafficking.
- Support the development, validation, and delivery of trainings to law enforcement and justice (judges and prosecutors) personnel on the issues related to gender, human rights, migrant smuggling, and human trafficking (investigation, prosecutions, national referral mechanisms).
- Assist in the identification of international and national consultants, experts to undertake specific project activities and supervise the quality and achievement of specific assignments.
- Develop Terms of Reference, monitor & evaluate consultancies contracts, complete deliverables, and manage contracts, including extension requests, in close collaboration with the administrative officer.

- Liaise with counterparts and partners at the working level, including government entities, 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.
- Effectively manage the budgeted work plan, monitor progress against the plan, and work in collaboration with colleagues to update and amend the plan as needed.
- Participate in programming, requires assessment, and other technical missions, where necessary, to evaluate and elaborate technical assistance proposals with the Government, international funding institutions (IFIs), UN agencies, and non-governmental and/or civil society organizations (NGOs/CSOs).
- Prepare procurement plans and budgets, ensure all procurement of services as per project activities and in line with UN procurement regulations and financial rules, and support the quality assurance of deliverables in coordination with the UNODC Admin Officer, UNDP, and other UN teams.
- Perform other work-related duties as required.

#### **IV. 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.

**Professionalism:** Has in-depth knowledge and specialization in the field of human trafficking and/or migrant smuggling. Has knowledge of policies and practices in crime prevention and criminal justice, as well as the mandates of the United Nations Office on Drugs and Crime. Has detailed knowledge of criminal justice structures, functions and responsibilities in Egypt. Ability to identify the capacity-building needs of criminal justice practitioners, including law enforcement officials, and to develop corresponding strategies and tools. Ability to apply judgment in the context of assignments given, plan their own work, and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of the subject; 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; and is able to identify and contribute to the solution of problems/issues. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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 decisions, even when such decisions may not entirely reflect one's 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 an 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.

**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.

**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.

## **V. Recruitment Qualifications**

Education and Experience:

### **Education:**

An advanced university degree (Master's degree or equivalent) in criminal justice, criminology, law, social science, or other relevant discipline is required.

### **Experience:**

- A minimum of 7 years of relevant experience in programme/project design, management, and implementation of technical cooperation is required.
- Working experience in the areas of criminal justice, crime prevention, human trafficking, and migrant smuggling in Egypt is required.
- Work experience with national law enforcement, judicial authorities is desirable.

	<ul style="list-style-type: none"> <li>• Experience in facilitating training and mentoring activities in countering Human trafficking and migrant Smuggling is desirable.</li> <li>• Work experience with the United Nations is desirable.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic, i.e., oral and written proficiency, is required.</li> </ul>

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 [hr.Egypt@unodc.org](mailto:hr.Egypt@unodc.org) by **close of business Thursday,08 February 2024, writing in the subject line the title of the position.**

*Only short-listed candidates will be contacted.*