

11-95-P-TEMP (Lucca): Temporary Vacancy Announcement for the post of Associate Programme Officer, P-2, Security Governance and Counter-Terrorism, United Nations Interregional Crime and Justice Research Institute (UNICRI) (deadline: Tuesday, 10 January 2012)

Date Posted: Tuesday, 27 December 2011

Organizational setting and reporting relationships: The position is located at the United Nations Interregional Crime and Justice Research Institute (UNICRI) office in Lucca, within the UNICRI working area of Security Governance/Counter-Terrorism. The Associate Programme Officer reports to the Head of Security Governance/Counter-Terrorism and works under the overall guidance of the Director, UNICRI.

This post will be available for a temporary placement of six months and is subject to the availability of funding.

Responsibilities:

The focus of this job is the implementation, monitoring and evaluation of the project entitled “Center on Policies to Counter the Appeal of Terrorism” implemented by UNICRI. Within assigned authority, the Associate Programme Officer will be responsible for the following duties:

- Work with key partners, relevant stakeholders and beneficiary countries to facilitate the development, implementation and evaluation of UNICRI project “Center on Policies to Counter the Appeal of Terrorism”. Monitor and analyse specific aspects of project development and implementation; review relevant documents and reports; identify problems and issues to be addressed and recommend corrective actions; liaise with relevant parties; identify and track follow-up actions
- Provide substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in mapping and research activities and studies related to countering the appeal of terrorism
- Provide substantive and administrative support in the planning, organization and delivery of consultative and other meetings, regional and inter-regional round tables and workshops related to the area of countering the appeal of terrorism, including proposing agenda topics, identifying and proposing participants, preparing background documents and reports, making presentations on UNICRI activities in this field etc.
- Manage activities related to budget funding (project preparation and submissions, progress reports, financial statements etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.)
- Assist in the development of UNICRI activities to strengthen the dialogue with civil society
- Provide backstopping tasks on activities carried out by UNICRI Lucca office
- Perform other duties as required.

Work implies frequent interaction with the following: Donors, partners, beneficiary countries. Officers and technical staff in UNICRI, relevant Secretariat units and UN funds, programmes and other UN specialized agencies.

Results expected: Provides well-researched and sound analysis of issues and developments affecting project development, administration and implementation. Provides thorough, well-reasoned written contributions. Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

Competencies:

Professionalism: Knowledge and understanding of theories, concepts and approaches related to terrorism prevention and policies to counter the appeal of terrorism. Ability to identify issues, analyse and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the Internet, Intranet and other databases. Ability to 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.

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.

Qualifications:

Education: A first-level university degree in international relations, political science, law or other relevant discipline. Specialization in international relations or international law is highly desirable.

Experience: A minimum of two years of progressively professional responsible experience in project/programme management, administration or related area at the international level. Experience in the area of crime prevention and criminal justice issues, with a focus on terrorism prevention and related security issues is required. Knowledge of UNICRI institutional mandates, its operational procedures and budgetary processes is highly desirable. Wider knowledge of the UN system would be an asset.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency/proficiency in English (oral and written) is required. Knowledge of French and/or other United Nations official languages is an advantage.

United Nations Secretariat staff members at the **P-2** level and below with relevant experience

and qualifications who wish to be considered for this temporary assignment may indicate their interest by e-mail to LocalStaffing@unvienna.org by close of business on **Tuesday, 10 January 2012**, citing the above subject line and enclosing their up-to-date personal history profile (PHP), available from <http://careers.un.org/lbw/Home.aspx>, and a copy of their last two e-PAS reports.

Internal candidates for this purpose are defined as staff members who have been recruited after a competitive examination under Staff Rule 4.16 or after the advice of a Secretariat joint body under Staff Rule 4.15.

While this temporary assignment will provide the successful applicant with an ideal opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. For information on the provisions for special post allowance, please refer to ST/AI/1999/17.

External applicants may be considered when it is not possible to identify suitable internal candidates. Please note that external candidates will be graded in accordance with the current recruitment guidelines. External applicants may submit their application in line with the procedures set out above.

Note: *Staff members whose appointment status is limited to service with UNODC (e.g. former 200/300 series staff who have not been reviewed by a Central Review Body), if selected for a temporary vacancy at a higher level than their personal grade, will be offered a **temporary appointment** at the level of the advertised post, provided all requirements outlined in the temporary vacancy announcement are met. This entails a separation of such staff members from their fixed-term appointment and reappointment under the conditions of service applicable to temporary appointments.*

Serguei Agadjanov, Chief

Human Resources Management Service
Division for Management
United Nations Office at Vienna
United Nations Office on Drugs and Crime

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End of Special Message