



# 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>	Programme Assistant
<b>Number of positions:</b>	One
<b>Contract Type and Grade:</b>	Service Contract, SB-3
<b>Duration of contract:</b>	1 year (renewable upon satisfactory performance and availability of funds)
<b>Supervisors:</b>	Head of Office, Project Office in Tunisia
<b>Deadline for application:</b>	<b>14 January 2018</b>
<b>Duty Station:</b>	Tunis, Tunisia

## II. Organizational Context

In response to its enhanced mandates to provide technical assistance related to combating terrorism, organized crime, corruption and drugs, UNODC continues to deliver technical assistance to requesting States. The assistance supports States strengthening criminal justice and health systems to ratify and successfully implement international conventions and protocols, in compliance with the rule of law and human rights.

UNODC technical assistance activities in the Middle East and North Africa (MENA) are undertaken under the broad framework of the Regional Programme on Drug Control, Crime Prevention and Criminal Justice Reform in the Arab States. The Programme contains the following Sub-Programmes: (a) Countering illicit trafficking, organized crime and terrorism; (b) Promoting integrity and building justice; (c) Drug prevention and health.

A steady high level of activities with numerous direct technical assistance to counterparts, as well as national workshops, characterize the projects. Specialized training courses for national counterparts for enhanced and focused learning have proven to be one of the successful assistance activities which regularly receive positive feedback.

The Head of Office, located in UNODC Programme Office in Tunisia will be the first reporting officer, under the overall supervision of the UNODC Regional Representative for Middle East and North Africa.

### External contacts:

The work of the incumbent entails dealing with external contacts from different UN agencies and other counterparts inside and outside the duty station.

### III. Purpose of the assignment

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

The incumbent will assist in the provision of procurement, financial and administrative services related to the implementation of UNODC programme activities in Tunisia. The incumbent will carry-out the following general tasks:

- Support the implementation of UNODC technical assistance activities in Tunisia as required, by undertaking administrative support activities and other assigned tasks; and
- Work in close collaboration with UNODC staff both in ROMENA and HQ, in order to ensure consistent service delivery to monitor a range of administrative matters, including financial flows, expenditures and other budgets/financial reports.

#### 2. Specific tasks to be performed by the Procurement and Finance Assistant:

The incumbent will fulfill the functions of Procurement and Finance Assistant to project activities and initiatives implemented by UNODC Programme Office in Tunisia, and will assist in the provision of procurement, financial and administrative services related to programme development and implementation in the region. More specifically, the incumbent will fulfill the following tasks:

- Plan and organize procurement of goods and services required for the implementation of the projects, and for the operation of the Office, ensure compliance with, and verify, regulations and procedures to be applied when procuring goods or services.
- Develop and prepare purchase orders, contracts and agreements with suppliers and follow up with suppliers and expeditors to ensure timely delivery;
- Assist in initiating and finalizing budget revisions, work plans, inventory lists, notes to the file, etc. to facilitate implementation and monitoring of project activities;
- Provide support to projects on aspects related to expenditures and the preparation of payment requests in UNODC administrative systems;
- Organize international and national conferences, meetings, seminars and workshops held within or outside of Tunisia, and travel to the events' location if needed;
- Prepare travel plans and organize traveling dates for various missions of the Programme Office personnel and other staff as required. Prepare and forward authorizations to travel agents to issue air tickets, request payment of Daily Subsistence Allowances (DSAs) and terminal expenses, and determine appropriate budget lines;
- Prepare any document needed for consultants' contract and follow up on payment requests of their fees as per their terms of reference;
- Prepare all the necessary payment requests in UNODC administrative systems (Profi and Umoja, and Field Office Management Ledger) and follow up with UNDP offices in the region on project expenditures and payments;
- Perform other duties, contributing to project documents, etc.
- Perform any other duties as required.

### V. Competencies and Critical Success Factors

**Professionalism:** Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.

**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.

**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 decision, even when such decisions may not entirely reflect 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 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:	<ul style="list-style-type: none"> <li>University degree in Business, Public Administration, Project Management or related field.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>5 years of progressively responsible experience in the field of procurement, finance or project management is required, at the national or international level.</li> <li>Work experience with the United Nations system or similar international organizations is desirable.</li> </ul>
Other desirable skills:	<ul style="list-style-type: none"> <li>Experience in the use of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages are required;</li> <li>Knowledge and experience with the UN Umoja software system is an advantage</li> <li>Experience in handling web-based management systems is an advantage.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>Excellent written and oral knowledge of French, English and Arabic.</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 [hregypt@un.org](mailto:hregypt@un.org) by **close of business Sunday, 14 January 2018, writing in the subject line the title of the position.**

*Only short-listed candidates will be contacted*