



UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

I. Position Information

Job Code Title:	National Border Control Officer
Contract Type and Grade:	Service Contract, SB-5
Duration of contract:	1 year (renewable upon satisfactory performance and availability of funds)
Project Title:	Strengthening Regional Cooperation and Border Control against Illicit Trafficking
Supervisors:	First reporting officers: Programme Coordinator (Regional Border Control Advisor) located in Cairo, Egypt, and the Head of the UNODC Programme Office in Tunisia. Second reporting officer: Deputy Regional Representative, in Cairo, Egypt. Under the overall supervision of the UNODC Regional Representative for Middle East and North Africa.
Duty Station:	Tunis
Deadline for application:	04 November 2017

II. Organizational Context

In response to its increased requests to provide technical assistance related to combating terrorism, organized crime, corruption and drugs, UNODC supports States the strengthening of 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 in the Middle East and North Africa (MENA) is 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 countries, as well as national and regional/sub-regional workshops, characterize the Regional Programme. Specialized training courses for national counterparts for enhanced and focused learning have proven to be one of the successful assistance activities that regularly receive positive feedback.

The Programme Coordinator (Regional Border Control Advisor) located in Cairo, Egypt, and the Head of the UNODC Programme Office in Tunisia will be the first reporting officers; and the Deputy Regional Representative located in Cairo, Egypt, will be the second reporting officer for the incumbent, under the overall supervision of the UNODC Regional Representative for Middle East and North Africa.

III. Purpose of the assignment

Under the direct supervision of the Regional Border Control Advisor, support the implementation of the UNODC project “*Strengthening Regional Cooperation and Border Control against Illicit Trafficking*” in Tunisia and elsewhere in the region, as needed. This will include:

- Contribute to the implementation of UNODC’s technical assistance in relation to border control in Tunisia and elsewhere in the region, as required, by providing substantive and administrative support and other assigned tasks;
- Work in close collaboration with UNODC staff in Tunis, Cairo and elsewhere in the region to coordinate activities and to ensure consistent service delivery, as well as to assist the Regional Border Control Advisor
- When required, support other Project Coordinators implementing and monitoring matters linked to border control,
- Support the Regional Border Control Advisor liaising with, and mobilizing, the relevant national authorities in Tunisia and elsewhere in the region as required for their contribution/participation to the project's events;
- Contribute to the planning, implementation, management and delivery of technical assistance activities at the national level, in accordance with overall strategy and priorities, including in collaboration with national counterparts;
- Support the development of training curricula for law enforcement personnel to combat illicit trafficking (drugs, arms, migrants, contraband, etc.);
- Deliver part of training curricula for law enforcement personnel in Tunisia, and elsewhere as required;
- Participate in needs assessment missions and in substantive discussions with the national authorities, and contribute to the drafting of mission reports as well as to the development of technical assistance proposals;
- Keep abreast with latest national and regional developments in the MENA region in relation to illicit trafficking, border control and terrorism;
- Under the guidance of supervisors, support the establishment and maintaining of close contacts with the local representations of donor countries with a view to keeping them informed of UNODC border control activities and mobilizing locally-available resources;
- Contribute to a visible and identifiable UNODC border control expertise in Tunisia, and elsewhere in the region as required, including by representing UNODC at border control-related events;
- Under the guidance of supervisors, organize international, regional and national conferences, meetings, seminars, training and workshops primarily in Tunisia but also elsewhere in the region, and travel to the events' location if needed;
- Provide substantive support to national and (sub-)regional workshops in order to improve border control capacity in Tunisia, and in other MENA countries as required;
- Prepare terms of reference for contractors to ensure qualitative and objective procurement of services;
- Assist in initiating and finalizing budget revisions, work plans, inventory lists, notes to the file, etc. to facilitate implementation and monitoring of project activities;
- Support the development of new initiatives and identify possible UNODC fields of intervention, in close cooperation with relevant national counterparts;
- Promote and strengthen at the working level collaborative initiatives between UNODC and other UN agencies;
- 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;
- 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
- Perform other duties as required.

IV. Impact of Results

Successful implementation of UNODC activities on border control according to established work-plans.

V. Competencies and Critical Success Factors

Professionalism: Has knowledge and understanding of theories, concepts and approaches relevant to border control in general, and search and profiling techniques as well as investigation techniques in particular. Has knowledge of policies and practices in international border management matters as well as in the mandates of the United Nations Office on Drugs and Crime. Has very good research and analytical skills. Is able to identify issues, analyze and participate in the resolution of issues/problems. Is able 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.

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: 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 and Experience:	<ul style="list-style-type: none"> • An advanced university degree (Master’s degree or equivalent) in international relations, law, security studies, criminology or a related field. Alternatively, an equivalent diploma from a recognized national police, customs or other staff training institution, with specialization in criminal investigation and/or border management will be accepted. A first-level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree or the diploma from a recognised national staff training college. • A minimum of five years of progressively responsible experience in border management or criminal investigation and/or security sector management, in police or customs or equivalent, at the national and/or international level is required. • Experience in international technical cooperation, project management and implementation is desirable. • Relevant work experience in the field is desirable. • Work experience with the United Nations or similar international organisation is desirable.
Other desirable skills:	<ul style="list-style-type: none"> • Experience in the use of computers and office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages; • Experience in handling web-based management systems. • Knowledge of the Umoja system will be an asset.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in Arabic and French with excellent drafting skills is essential. • Knowledge of English or of another UN official language is desirable.

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 by **close of business Saturday 4 November 2017, writing in the subject line the title of the position.**

Only short-listed candidates will be contacted