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| UNODC_logo_E_black **Regional Office for Central Asia**  |  |
| **Управление Организации Объединенных Наций****по наркотикам и преступности****Региональное представительство в Центральной Азии** |

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| **I. Job Information** |
| Job title: SC range:Project Title/Department: Duration of the service:Work status (full time / part time):Duty station:Reports To:  | National Programme Officer SB5 (Peg-1)XAC/Z60 - Sub-Programme 1 of the UNODC Programme for Central Asia - Countering transnational organised crime, illicit drug trafficking and preventing terrorism, UNODC Programme for Central AsiaSix months with further extension (subject to performance evaluation) Full time Ashgabat, TurkmenistanUNODC ROCA International Border Programme Coordinator |

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| **II. Background Information** |
| Sub-programme 1 "Countering transnational organized crime, illicit drug trafficking and preventing terrorism" of the UNODC Programme for Central Asia (2015-2020) provides technical assistance in the field of law enforcement, which includes establishment of new structures, enhancing capacity and developing cooperation. Furthermore, ROCA seeks to network the Central Asian law enforcement agencies through providing platforms for collective response to counter illicit drugs, diversion of precursor chemicals, transnational and organized crime. Setting a collective response to such threats, accentuates coordination of activities and strengthening the linkages at country/sub-regional/global levels. Considering the volume of work required in Central Asia, the framework of Sub-programme 1 consists of project activities in countering narcotics, law enforcement training, container control, border control, and border liaison, prevention of terrorism, combatting money laundering, and cybercrime, human trafficking and smuggling of migrants. The overall objective of Sub-programme1 can be defined as assisting in implementation of national law enforcement strategies, strengthening institutional capacity, developing technical infrastructure and promoting international and regional cooperation in Central Asia.This project will be implemented to achieve Outcome 1.2 “Member States border capacities increased and cross border cooperation improved” of XAC/Z60 - Sub-Programme 1 of the UNODC Programme for Central Asia - Countering transnational organised crime, illicit drug trafficking and preventing terrorism , which is designed with the purpose to counter the trafficking of Afghan opiates by establishing border liaison offices (BLOs) in Central Asia at the key border crossings points. The BLOs are considered as a key for enhanced cross-border communication and intelligence-sharing in order to detect and intercept contraband, including narcotic drugs, psychotropic substances and precursor chemicals, while facilitating legitimate international trade. 4 pillars including training, infrastructure, equipment, and setting up a legal framework for inter-agency and cross-border cooperation support the project.The Project contributed to the overall effectiveness of the counterpart agencies by establishing BLOs at selected BCPs, which directly enhanced their integrated border management efforts and promoted regional cooperation.  Up to date, there are 15 BLOs established in Central Asia. Respective BCPs, where BLOs were established received equipment including IT-equipment, vehicles, an x-ray machines, solar power systems, surveillance cameras, generators, software and furniture. The ratified SOPs provided the legal framework needed to formalize the BLO initiative. BLOs are now staffed with law enforcement officers from Border Guards, Customs Service, Drug Control Agencies, and State Security agencies. The establishing of BLOs, the staffing and training of officers, and outfitting them with enhanced equipment provided national counterparts with the basic tools needed to effectively operate a BLO.   |

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| **III. Functions / Key Outputs Expected**  |
| Under the overall policy guidance of the UNODC Regional Representative for Central Asia and direct supervision of International Program Coordinator on border control and regional cross border cooperation and OiC UNODC PO, the incumbent will perform the following tasks:* Support in planning and organizing initial border assessment missions with involvement of respective border law enforcement agencies to Border Check Points (BCPs) to establishment border liaison offices;
* In close coordination with beneficiary agencies, draft recommendations on enhancing infrastructure and capacity of Border Crossing points defined for establishment of BLOs;
* Facilitate the procurement of IT equipment and office furniture for Border Liaison offices;
* Develop draft work plans, periodic project progress reports, background documents, monitoring reports as well as mid-term evaluation and final evaluation reports;
* Undertake regular field visits jointly with beneficiary agencies to respective Border Check Points (BCPs) for monitoring and evaluation of BLOs activity;
* Follow up with concerned departments/stakeholders on project activities and decisions identified for implementation in the country;
* Liaise with other UN agencies, Government agencies and donor organizations participating in the project;
* Provide assistance in activities related to the management, implementation and monitoring of the project activities;
* Collect, register and maintain information on project activities by reviewing reports and primary information sources;
* Ensure appropriate nominations and make respective arrangements for country’s participants in training courses, meetings and workshops;
* Maintain official correspondence, workflow processes, minutes of the meetings and other project documentation pertaining to the project;
* Provide assistance in preparation, reviewing and consolidating the project budget;
* Prepare briefing notes and other information materials on project expenditures;
* Liaise with ROCA Programme Support Unit as and when required in administrative/ financial /personnel matters;
* Provide logistical and administrative support in organization and implementation of training courses, seminars, conferences, round tables, study tours and official meetings;
* Provide assistance in developing technical specifications for procurement of specialized equipment purchased under the project; Monitoring the procurement process and ensuring timeliness and quality of supplied goods;
* Maintain filing and record keeping of all relevant documents of the project;
* Perform other related duties as required in the scope of current position. Maintain filing and record keeping of all relevant documents of the project;
* Willingness to work extra-hours when and if required;
* Perform functions for the successful implementation of the project as might be required in the scope of current position.
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| **IV. Competencies**  |
| **Core Values:****Integrity:** Demonstrate the values of the United Nations in daily activities and behaviours. Stands by decisions that are in the Organization’s interest, even if they are unpopular.**Professionalism**: Substantive experience in technical and administrative functions (e.g., administrative and budget programme), familiarity with the relationship between business objectives and operations;**Respect to Diversity:** Work effectively with people from all backgrounds. Do not discriminate against any individual or group.**Core Competencies:****Communication:** Ability to write in clearly and concisely. Possession of effective verbal communication skills.**Planning and Organizing:**  Sound organizational skills and time management skills, ability to prioritize own work programme and to work independently or with minimum supervision, ability to deliver assignments in a timely manner;**Teamwork**: Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.          **Technology Awareness**: Fully proficient computer skills and use of relevant software and other applications, e.g. word processing (Excel, Microsoft Word, PowerPoint, etc.); use and search of information on the Internet, etc. Knowledge and practical experience in operations relating to administration. |

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| **V. Qualifications Requirements**  |
| Education: | Five-year University degree (Specialist) in human, political and social sciences, law, economics, science & technology, public policy, public administration or relevant field is required.  |
| Experience: | A minimum of three years of responsible managerial work experience closely related to support of programme/project activities, preferably in Government, international organizations is required. Work experience related to border protection and counter narcotics would be highly desirable. |
| Language Requirements: | Working level of English, Russian with excellent drafting skills. Knowledge of local language is highly desirable. |
| Computer skills: | Excellent drafting skills for routine correspondence and proficiency in Excel, Word, PowerPoint. |
| Others: | Knowledge of various administrative procedures of the United Nations system;Experince with capacity builign programmes with Government institutions, including overseeing training programmes; training/workshop design, facilitation and related logistics; Excellent writing, presentation, facilitation and training skills;Experience in working with Turkmen government officials, including law enforcement, lawyers, judges and police officers is an asset; Excellent interpersonal and cross-cultural communication skills, ability to work in a team and to work under pressure and with tight deadlines, initiative, client orientation, ethics and honesty.Willingness to travel as appropriate |

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| **VI. Signatures- Post Description Certification** |
| Incumbent *(if applicable)*Name Signature Date |
| SupervisorName / Title Signature DateYusuf Kurbonov, International Programme Coordinator, UNODC Regional Office for Central Asia |