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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 assignment:Work status (full time / part time):Duty station:Reports To:  | National Program Officer – Crime Prevention and Criminal JusticeSB-5 / Q2Sub-Program 2 “Criminal Justice, Crime Prevention and Integrity” of the UNODC Program for Central Asia Six months with possible extension (subject to performance evaluation)Full timeAshgabat, Turkmenistan Sub-Program 2 International Manager  |

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| II. Background  |
| This position is located in the UNODC Program Office in Ashgabat, Turkmenistan. The incumbent will implement activities under Sub-Program 2 “Criminal Justice, Crime Prevention and Integrity” of the UNODC Program for Central Asia (herein after “ROCA Program”) aimed at strengthening the rule of law through prevention of crime and promotion of effective, fair, humane and accountable criminal justice systems in line with UN standards and norms. The incumbent will coordinate the UNODC criminal justice, crime prevention and anti-corruption portfolio in Turkmenistan, including specific projects to strengthen the criminal justice response to trafficking in persons, strengthening forensic services and promoting English language training for law enforcement, as well as support broader implementation of the Sub-Program in the Central Asia region. The incumbent will work under the direct supervision and substantive guidance of the International Manager of Sub-Program 2 based in Tashkent, Uzbekistan and designated senior staff in the UNODC Program Office in Ashgabat, Turkmenistan. |

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| III. Scope of Work / Outputs / Timeline  |
| The Senior Program Officer will be responsible for coordination of the crime prevention and criminal justice portfolio in Turkmenistan as well as for providing substantive support in development and implementation of activities within the framework of Sub-program 2 "Criminal Justice, Crime Prevention and Integrity" of the UNODC Program for Central Asia.The incumbent will be responsible for the following specific duties related to the crime prevention and criminal justice portfolio in Turkmenistan: * Manage and coordinate activities under Sub-Program 2 from substantive, administrative and financial points of view;
* Procure goods and services to initiate activities, including drafting terms of reference and work specifications;
* Guide and orient efforts and contributions of consultants, experts and government counterparts towards achievement of Program objectives;
* Design, support and facilitate training and other capacity-building assistance for law enforcement and other criminal justice practitioners;
* Coordinate UNODC support to strengthen forensic services in line with international standards and work towards international accreditation of forensic laboratories;
* Coordinate implementation of activities to strengthen the criminal justice response to trafficking in persons, including capacity development on investigation skills, promotion of international cooperation and mutual legal assistance;
* Coordinate a series of English language training courses for law enforcement and other criminal justice practitioners;
* Provide support to UNODC staff responsible for implementation of activities under the joint UN SDG Fund project on improving the system of social protection through the introduction of inclusive quality community-based social services;
* Promote education for justice and contribute to the development and adaptation of relevant UNODC training and capacity-building tools; promote their use and application by respective target groups; compile information on best practices in the area of crime prevention and criminal justice;
* Prepare work plans and regular progress reports on key activities, results, lessons learned and required follow up; contribute to substantive correspondence for the purpose of partnership building and resource mobilization, and support any other monitoring, reporting and evaluation initiatives, as required;
* Ensure the mainstreaming of Sustainable Development Goals, as well as human rights and gender considerations into all UNODC activities and participate in UN wide initiatives to facilitate SDG implementation, national prioritization and reporting exercises;
* Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
* Coordinate day-to-day communication with counterparts and act as UNODC liaison with all relevant government and other stakeholders on issues related to crime prevention and criminal justice;
* Collect documents and keep files related to programme implementation.

The incumbent will support implementation of the Sub-Program "Criminal Justice, Crime Prevention and Integrity" of the UNODC Program for Central Asia, as follows: * Supporting partnerships, resource mobilization and advocacy activities under the Sub-Program portfolio in the Central Asia region;
* Identify resource mobilization opportunities for criminal justice, crime prevention and integrity and bring it to the attention of substantive and senior management.;
* Monitor and report on criminal justice reforms in the region and other trends in relation to crime prevention, anti-corruption, juvenile justice, addressing gender-based violence and other relevant issues;
* Support advocacy efforts on criminal justice, crime prevention and integrity related activities carried out by UNODC;
* Prepare funding proposals, donor briefs, project progress and implementation delivery rate reports, as well as liaise with regional, national and donor authorities, UN agencies and other international and regional organizations;
* Ensure UNODC office national representation including on criminal justice, crime prevention and integrity related issues.
* Assist and support the Regional Representative and the International Program Manager in ROCA in the preparation of relevant documentation, and analyze and contribute to written outputs, collate papers and reports prepared by UNODC (consultants, or project parties in the field of criminal justice, crime prevention and integrity (including background materials, documentation on training courses and meetings, data for evaluation, briefing notes, working papers, resource mobilization papers, etc.).;
* Provide guidance on regional UNODC work on criminal justice, crime prevention and integrity as applicable;
* Support public awareness activities and promotion of UNODC work in Turkmenistan and in the region;
* Ensure regular exchange of information and /experience with other projects, cross-learning and sharing results and good practices;
* Perform other related duties as required in the scope of current position.
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| **IV. Competencies and Critical Success Factors** |
| **Functional Competencies:*** Client orientation
* Implementing management systems

**Corporate Competencies:*** Integrity/Commitment to mandate
* Knowledge sharing/Continuous learning
* Valuing diversity

**Managing Relationships*** Working in teams
* Communicating information and ideas
* Conflict and self management

**Working with people*** Empowerment/Developing people/Performance management

**Personal Leadership and Effectiveness*** Analytical and strategic thinking
* Impact on results.
* Results orientation/Commitment to excellence
* Appropriate and transparent decision making
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| **VI. Qualifications Requirements**  |
| Academic requirements: Master’s Degree or equivalent in law, criminology, international relations, social science or other relevant field. Experience: At least five years of relevant working experience in international relations, law, criminal justice, or related field. Experience with work in the law enforcement and/or justice sector is an asset.Languages: Fluency in oral and written English and Russian. Fluency in Turkmen is an asset.Computer skills: Proficiency in current office software applications (Excel, Word, PowerPoint).Other skills: Experience in United Nations technical assistance or other relevant development cooperation and project management experience is desirable No restrictions for overtime work (when and if needed). No restrictions for traveling throughout the region. |

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| **V. Signatures- Post Description Certification** |
| Incumbent *(if applicable)*Name Signature Date |
| Supervisor: Koen Marquering, UNODC Sub-Program 2 International ManagerName / Title Signature Date |