

I. Position Information

Project title:	"Container Control Programme" (CCP)
Project Number:	GLOG80
Job Code Title:	National Programme Coordinator
Working nature:	Full-time assignment
Duration:	six months with possible extension (subject to funds and performance evaluation)
Working hours:	40 hours a week (08:30-17:30; 12:00-13:00 lunch time)
Duty station:	Bishkek, UNODC Programme Office in Kyrgyzstan
Pre-classified Grade:	SC-8
Supervisor:	Regional Programme Coordinator on CCP

II. background information/ Organizational Context

The joint UNODC-WCO Container Control Programme is aimed at assisting the Governments around the world to establish effective container controls that will serve to prevent drug trafficking and other illicit activity whilst facilitating legal trade.

The Programme envisages establishment of Joint Port Control Units (PCUs) comprising officers from different law enforcement bodies (e.g. Customs, and the police) at selected ports. The Programme also aims to promote the formation of alliances between the Customs, trade and enforcement communities as a joint means to prevent the abuse of legitimate commercial trade for the purposes of organized crime. Furthermore, it will facilitate cooperation with relevant international agencies involved in regulating and monitoring worldwide container traffic. The incumbent is expected to support operational PCUs and expansion to new priority PCUs in the Kyrgyz Republic at national level as well as promote networking of PCUs at regional and inter-regional levels.

III. Functions / Key Results Expected

Under the general supervision and policy of Global CCP Programme Coordinator in Vienna, UNODC Regional Representative for Central Asia in Tashkent and direct supervision of CCP Regional Programme Coordinator in Tashkent the incumbent will undertake the following tasks:

- coordinate implementation of CCP activities in consultation with the Regional Programme Coordinator related to the management, implementation and monitoring of the project in Kyrgyzstan;

- identify and prioritize requirements for training activities, ensure appropriate nominations and arrangements in consultation with national stakeholders as well as cooperate with expert missions as required;
- organize training activities, workshops, training courses and meetings at national, regional and international levels;
- take the responsibility for training component of the programme in terms of development of training materials database and preparation of training modules within different thematic areas;
- collaborate with staff and relevant implementing partners to ensure the conduct of consultations, assessments, surveys, field visits and other activities providing ongoing monitoring and evaluation of programme activities, results and impacts;
- identify consultancy needs, develop terms of reference for the proposed consultancies and assist in the identification, selection and recruitment of consultants and instructors;
- act as a liaison officer between the various agencies participating in the implementation of the project and external partners in Kyrgyzstan;
- develop, implement and monitor procurement plan and maintain the project inventory in Kyrgyzstan and Central Asia;
- monitor and ensure timely keeping of records to seizure database for the region and submission the seizure reports on regular basis;
- take responsibility for timely preparing of programme log frame, monthly/quarterly/semi-annual/ annual work plans and the relevant progress reports, budget forecasts for the purposes of annual planning, resource mobilization, collaboration with relevant national partners, reporting to donors, etc.;
- contribute to the preparation of work plans, monitoring reports, project progress reports, background documents, mid-term evaluations and the final evaluation;
- provide inputs for budget development and revisions, draft annual budget and funding proposals, monitor and control the budget of the project;
- coordinate programme activities with other UNODC national, regional and global projects/ programmes;
- in collaboration with the programme administrative and financial support staff ensure fulfillment of the UNDP/ UNODC standard operational procedures, including the ones on procurement and contracting of goods, works and services;
- perform other duties, as might be required.

The incumbent will report to the Head of UNODC Programme Office in Kyrgyzstan on office management and administration related issues.

IV. Core Values and Competencies

Core Value:

Professionalism:

- ☐ Has knowledge and understanding of theories, concepts and approaches relevant to drugs, crime and human development related issues, in particular as applied to Central Asia.
- ☐ Has knowledge of policies and practices in international drug control and crime prevention as well as the relevant mandates of UNODC.
- ☐ Has knowledge and understanding of theories, concepts and approaches relevant to project/programme management.
- ☐ Has professional competence in technical assistance issues, programme/project development and implementation and is able to provide effective support on a broad range of technical assistance issues.
- ☐ Has knowledge of and specialization in the relevant substantive and functional areas with very good research, analytical and evaluative skills.

- ☐ Has knowledge of international drug control and transnational organized crime related areas.
- ☐ Has ability to identify issues, analyze and participate in the resolution of issues/problems.
- ☐ Has ability to assist with data collection using various methods.
- ☐ 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.

Core Competencies:

Planning and 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.

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 the audience;
- ☐ Demonstrates openness in sharing information and keeping people informed.

V. Recruitment Qualifications

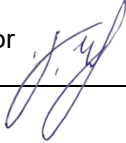
Education:

Master's degree (or equivalent) in law, international relations, political science, business administration, management, public administration, security studies or in other related fields is required.

Working Experience:

- A minimum of 2 years of relevant experience in managing / coordinating projects and hands-on experience in designing, monitoring and evaluation of projects in the areas of rule of law, and countering transnational organized crime including drug trafficking; money-laundering; trafficking in persons, criminal justice, countering terrorism, border issues or other related area;
- At least 1 year of managerial experience
- Experience of work with international organizations and with the law enforcement agencies is an advantage;
- Strong knowledge of the issues in the relevant area, general understanding of the major programme issues;
- General understanding and experience in customs and/or border control work is an asset;
- Experience in writing the reports;
- Experience in the usage of computers and office software packages (MS Word, Excel, Power Point, etc.);
- Knowledge of UN procedures would be an asset.
- Knowledge and practical experience in operations relating to administration and finance would be desirable.

Language Requirements:	Fluency in English and Russian (both verbal and written) is required. Knowledge of Kyrgyz is an asset.

VI. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i>		
Name /Title	Signature	Date
Supervisor Mr. Batyr Geldiyev, Regional Programme Coordinator		
Name/Title	Signature	Date 24.07.2020
Approved:		
Ms. Ashita Mittal, UNODC Regional Representative for Central Asia		
Name/Title	Signature	Date