

I. Position Information

Project title:	Sub-Programme-1 of the UNODC Programme for Central Asia: “Countering transnational organized crime, illicit drug trafficking and preventing terrorism”
Project Number:	XACZ60
Job Code Title:	National Project Coordinator
Duration of Employment:	6 months with possibility of extension
Working nature:	Full-time assignment
Working hours:	40 hours a week (08:30-17:30)
Duty station:	Bishkek, Kyrgyz Republic
Pre-classified Grade:	SC-8
Supervisor:	National Programme Manager (SP-1)

II. Organizational Context

Background Information:

- ❑ The UNODC Programme for Central Asia, covers all countries of the region including Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan and serves as overarching strategic framework under which the UNODC provides technical assistance within the Central Asian States. It has four Sub-Programmes relating to: 1) Countering transnational organized crime, illicit drug trafficking and preventing terrorism; 2) Criminal justice, crime prevention and integrity; 3) Drug prevention, treatment and reintegration and HIV prevention; and 4) Research and trend analysis.
- ❑ The Sub-Programme-1 (SP-1) supports the law enforcement agencies in the Central Asian States in specific niche areas, such as, drug control strategies, intelligence analysis, counter narcotics investigations, multilateral operations (including controlled deliveries), precursor controls, border liaison and management, customs profiling, smuggling of migrants, human trafficking, terrorism prevention and cybercrime.
- ❑ The purpose of this Terms of Reference (ToR) is to recruit a qualified candidate with relevant experience and knowledge necessary to implement project activities under SP-1 within the UNODC Programme Office in the Kyrgyz Republic and UNODC Regional Office for Central Asia (ROCA) at large.
- ❑ Under the overall guidance by the Head of the UNODC Programme Office in the Kyrgyz Republic and the direct supervision by the National Programme Manager (SP-1), the National Project Coordinator will provide high quality services to the SP-1 projects to ensure delivery of project activities by timely and efficient planning, coordination, monitoring, evaluation and reporting over implementation of project in accordance with its approved documents, results framework, work plan and budget.
- ❑ Also, the incumbent will work in close collaboration with the relevant units of the UNODC HQ and the UNODC Regional Office for Central Asia (ROCA) to ensure consistent service delivery.

III. Functions / Key Results Expected

- ❑ The incumbent of this position will be responsible for providing substantial, technical and operational support to the SP-1 in planning, coordination, implementation, monitoring and evaluation of the activities including:
- ❑ Draft detailed work plans, accompanying budgets and budget revisions for all activities;
- ❑ Coordinate, arrange and deliver the assigned project activities/events including national and regional meetings, trainings, study tours, and any other activities required for the project implementation including procurement, supply, delivery and installation of equipment, refurbishment/construction works etc.;
- ❑ Monitor proper and timely delivery of the assigned project resources against the approved annual budget allocations
- ❑ Keep track over the project expenditures, to ensure alignment with initial budget allocations, and report on variances;
- ❑ Propose substantive and planning parts required for project and budget revisions;
- ❑ Support in preparing inputs for the project's 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.;
- ❑ Support in identifying consultancy needs, developing ToRs for the proposed consultants/ experts and assisting in the identification, selection and recruitment of local/ international consultants and experts;
- ❑ Support in day-to-day communication with the key stakeholders and counterparts in country and in the region to ensure proper coordination and partnerships;
- ❑ Procure goods and services to initiate activities, including drafting TORs and work specifications jointly with programme support unit / operations to ensure qualitative and objective procurement of services; Support in collaboration with the project 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;
- ❑ Handle daily correspondence and keep control over the filing system related to the project;
- ❑ Support in drafting/update programme documents, work plans, annual budgets, proposals' budget and narrative content, presentations and briefing notes and talking points, etc.
- ❑ Perform other duties that may be required.

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:	<input type="checkbox"/> Master's degree (or equivalent) in international relations, political science, business administration, management, security studies or related field is required.
Working Experience:	<input type="checkbox"/> A minimum of 2 years of relevant experience in developing /managing/ coordinating programmes/projects including hands-on experience in designing, monitoring and delivery of technical assistance projects to the Governments in the areas of countering illicit drug trafficking, transnational organized crime, countering terrorism or other related area is required; <input type="checkbox"/> At least 1 year of managerial experience; <input type="checkbox"/> Proven experience in working and liaising with Government, with high-level government officials, civil society, international organizations and donors would be desirable; <input type="checkbox"/> Solid experience in the area of counter-narcotics with understanding of issues related to illicit drug trafficking, law enforcement system of the country would be desirable; <input type="checkbox"/> Proven experience in raising funds or resources mobilization would be desirable; <input type="checkbox"/> Knowledge of UN procedures would be an asset; <input type="checkbox"/> Knowledge of the software for managerial purposes (Microsoft Project) and data analysis (SPSS, MS Power BI) would be an asset; <input type="checkbox"/> Computer literacy (MS Office package etc.).
Language Requirements:	<input type="checkbox"/> Fluency in English and Russian (both verbal and written) is required. <input type="checkbox"/> Knowledge of Kyrgyz is an asset.

VI. Signatures- Post Description Certification			
Incumbent (if applicable)			
Name /Title Supervisor	Signature	Date	2020
Name / Title Chief/Head of Section	Signature	Date	27/09 2020
Name / Title	Signature	Date	27.04 2020

KUTMAN BORBOEV
 NATIONAL PROGRAMME
 MANAGER
 UNODC
 ANDREY SELEZNEV
 HEAD OF UNODC
 OFFICE KYRGYZSTAN