

# United Nations JPO Programme



## TERMS OF REFERENCE

### JPO (Associate Expert) 18P098

#### I. General Information

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Title:

**JPO in Drug Demand Reduction**

Sector of Assignment:

Programme Planning, Management, Monitoring and Evaluation

Organization/Office:

United Nations Office on Drugs and Crime, Country Office for Pakistan

Duty Station:

Islamabad, Pakistan

[Non-Family Duty Station: yes  / no

Duration:

1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

#### II. Supervision

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Title of Supervisor:

Country Representative / Advisor DDR and HIV/AIDS

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

#### III. Duties, Responsibilities and Output Expectations

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The JPO will contribute to managing the implementation of the programme activities under the DDR and HIV/AIDS unit of the UNODC, Country Programme for Pakistan. In addition, the expert will assist in proposal writing,

planning and implementation of DDR and HIV activities and carry out coordination at national and regional levels in consultation with SPIII advisor.

**Strengthening the delivery of UNODC COPAK’s technical assistance in the area of DDR and HIV/AIDS:**

- Preparing desk reviews of relevant policies and measures being implemented in the country
- Preparing and participating, as required, in needs assessment or programming missions
- Provide support to the DDR advisor in facilitating the government counterparts for developing and implementing strategies for DDR and HIV/AIDS as per international standards and best practices. Preparing and maintaining up-to-date periodic implementation reports and programme data.
- Participate in the Programme workshops, conferences, technical working group and other meetings. Draft Internal and external Communication documents i.e. social media/ awareness campaigns and activity reports for the Drug Demand Reduction section
- Contributing, through substantive inputs, in preparing concept notes, briefing notes, situation reports, and background papers as needed by the sub programme III advisor.

**Building partnerships with external and internal stakeholders including other UN agencies**

- Participating in consultation sessions with partners and stakeholders, preparing and making presentations on these subjects; facilitating liaison and developing synergies
- Assist in the development of programme activities of mutual interest.
- Liaising with government counterparts, relevant UN and other international agencies, local civil society organizations and the donor community.
- Follow-up on deadlines, commitments made, actions taken and coordination of collection and submission of any meetings/reports/documentation.

Any other tasks under the supervision of Advisor DDR and HIV/AIDS.

**IV. Qualifications and Experience**

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Education:

Advanced university degree in public health, international relations, political science, social sciences or a related field.

Work experience:

Two years professional experience in Drug matters, including in planning and managing pertinent international development or technical cooperation programmes.

Languages:

English and French are the working languages of the United Nations Secretariat. Excellent spoken and written skills in English required

Other skills:

Good knowledge of computer applications in particular spreadsheets and database management.

Knowledge of Pakistan and/or the region is an asset.

UN competencies:

**Professionalism**

- 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

**Communication**

- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately

- Get clarity, 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

#### **Teamwork**

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

#### **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

### **V. Learning Elements**

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The JPO will develop ability to manage projects for the United Nations in a challenging environment and implementation planning, develop and understand monitoring and evaluation system in United Nations.

In particular, the AE will know how to:

- Pakistan context research and insight
- Aligning programming with national priorities, international norms and standards, and UNODC's policies and mandate
- Communication with different audiences and cultural sensitivity
- Working in a team
- Strategic approaches vs. operational approaches to programming
- Building on opportunities
- Establishing partnerships
- Develop and implement technical assistance;
- Draft programme implementation plans according to UNODC format, including budget proposals;
- Follow UN policies, procedures and coordination mechanisms;
- Draft documents and reports in line with UN standards;
- Interact with government and other counterparts;

### **VI. Background Information**

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The UNODC Country Office in Pakistan (COPAK) works with the Government of Pakistan (GOP), civil society stakeholders and donor partners to help address Pakistan's development challenges, specifically in relation to crime, drug and terrorism related issues. The focus of this work is guided by UNODC mandates and GOP priorities. In order to ensure that UNODC's support is clearly directed towards agreed strategic priorities, Country Programme (CP) documents are prepared by UNODC every few years in close consultation with government partners.

The current CP outlines the scope of UNODC's work in Pakistan from 2017 to 2020, and defines the framework for delivering a substantial and coherent programme of work, governed cooperatively and flexibly to adapt to emerging needs and opportunities. UNODC's support in Pakistan is focused on three interdependent areas of work: Illicit trafficking and border management; Criminal justice; and Drug demand reduction and HIV/AIDS. Also, in the context of Pakistan, the UN's internationally recognized role and mandate on counterterrorism and criminal justice is combined with its trusted relationship with national and provincial counterparts. The UNODC is unique in the trust that has been bestowed upon it by the GoP. This partnership enables the organisation to translate and tailor its international expertise to the particular needs of the local context.

The support that the UNODC's Country Office in Pakistan (COPAK) provides to the GoP and provincial governments, amongst others, focuses on capacity building, institutional strengthening and the coordination of law enforcement and prosecution agencies. It has been enhanced with inclusion of the judiciary and is aimed at supporting authorities in Pakistan to manage threats on its borders and within its territory related to the illicit trafficking of drugs, weapons and people.

