

United Nations JPO Programme



TERMS OF REFERENCE

JPO (Associate Expert)

25P248

I. General Information

Title: JPO in Programme Management

Sector of Assignment: Instructional Design /Training Development / Programme Officer / Border Security and Management / Counter-Terrorism

Organization/Office: United Nations Office of Counter-Terrorism UNOCT/UNCCT

Duty Station: Rabat, Kingdom of Morocco

Duration:

The assignment is intended for a minimum duration of 2 years. The initial appointment is for 1 year, renewable based on performance and availability of funds. A reassignment to a different position prior to the conclusion of the second year will not be possible unless expressly indicated in the TORs.

II. Supervision

Direct Supervision by: Programme Officer (P-4), UNCCT, Border Security and Management (BSM)

Title of Supervisor: Head Border Security and Management (BSM) Unit

Content and methodology of supervision:

The Associate Expert will be supervised on a day-to-day basis. An annual work plan will be agreed upon with the supervisor at the start of the assignment and will be updated as needed. There will be a review and planning discussion with the supervisor on a regular basis. A staff performance review will be conducted every year in line with UN rules and regulations.

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

III. Duties, Responsibilities and Output Expectations

Under the supervision of the UNCCT BSM Programme Officer, and through consultations with experts and practitioners from UNOCT and entities, the incumbent will be responsible for supporting the design, development, and implementation of training and learning solutions in support of the BSM programme's counter-terrorism capacity-building initiatives:

- Design engaging and results-oriented training programmes (in-person, virtual, or hybrid) aligned with BSM strategic objectives, focusing on counter-terrorism and border security, including the integration of new technologies (e.g., biometrics, data systems).

- Develop training materials and toolkits, including curricula, e-learning modules, lesson plans, learner assessments, facilitator guides, and evaluation tools tailored to adult learning principles and cultural contexts.
- Conduct needs assessments and training evaluations to inform the design of learning interventions and measure impact.
- Support the coordination and organization of workshops, seminars, and training activities, ensuring effective instructional design and participant engagement.
- Contribute to project design and proposal writing, including the development of training components within project documents, work plans, and budgets.
- Draft reports, presentations, concept notes, and other documentation related to training activities and capacity-building outcomes.
- Liaise with implementing partners, subject matter experts, and relevant UN entities to ensure pedagogical and technical coherence in training content.
- Maintain awareness of emerging trends and innovations in learning technologies and methodologies applicable to border security and counter-terrorism.
- Perform other duties as assigned.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in instructional design, adult education, educational technology, international affairs, law, or related fields.

Work Experience:

Minimum of 2 years of professional experience in instructional design, curriculum development, or training coordination, preferably in an international, security, or capacity-building context. Proven experience in designing and delivering adult learning programmes, including virtual and blended learning solutions. Familiarity with learning management systems (LMS), digital authoring tools, and evaluation methodologies.

Knowledge of counter-terrorism, border security, or international development is an asset.

Sound knowledge of the United Nations and other counter-terrorism conventions, instruments, and documents, in particular the UN Global Counter-Terrorism Strategy and its four pillars.

Experience in the facilitation of professional workshops/conferences is an asset.

Languages:

English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English and French is required. Knowledge of another United Nations official language is an asset.

UN competencies:

Professionalism: Demonstrates professional competence and in-depth knowledge of counter-terrorism, international security policy or related fields. Strong analytical skills and excellent drafting skills in a broad range of documents. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Shows pride in work and in achievements. 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.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates an 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. Learning Elements

On completion of the assignment, the JPO will have/be able to:

A good understanding of the mandate, programme and operations of the UN, UNOCT/UNCCT and counter-terrorism entities and their activities, as well as their inter-agency coordination in relation to the four Pillars of the Global Counter-Terrorism Strategy, including in particular Pillar II with emphasis on BSM;

An in-depth understanding of the work of the United Nations in the field of peace and security, with a focus on BSM in the context of counter-terrorism;

A strong understanding of UNOCT/UNCCT's mandate and capacity-building programmes, particularly in the area of border security and counter-terrorism.

Practical experience in designing, implementing, and evaluating training programmes in an international, multicultural setting.

Enhanced skills in e-learning development, instructional strategy, and training needs analysis.

Experience in multilateral coordination and stakeholder engagement across UN entities, Member States, and implementing partners.

Advanced proficiency in developing learning materials and reporting training outcomes.

Familiarity with UN administrative procedures, planning frameworks, and inter-agency collaboration.

A professional network across the UN system and related stakeholders working on peace and security.

Experience in planning, time management and working effectively in a multi-cultural environment.

VI. Background Information

The United Nations Office of Counter-Terrorism (UNOCT) was established by the General Assembly in 2017 to lead, coordinate, and enhance the effectiveness of the United Nations' efforts to prevent and counter terrorism. UNOCT chairs and services the United Nations Global Counter-Terrorism Coordination Compact, which brings together 46 UN and affiliated entities, along with INTERPOL and the World Customs Organization (WCO), to ensure a unified and strategic "All-of-UN" approach in supporting Member States.

UNOCT's work is guided by the United Nations Global Counter-Terrorism Strategy (GCTS), which was adopted by consensus in 2006 and is reviewed biennially. The Strategy outlines four mutually reinforcing pillars: addressing the conditions conducive to the spread of terrorism; preventing and combating terrorism; building the capacity of Member States and strengthening the role of the United Nations; and ensuring respect for human rights and the rule of law as the fundamental basis for the fight against terrorism.

Within UNOCT, the United Nations Counter-Terrorism Centre (UNCCT) serves as the primary operational arm for capacity-building and technical assistance. Established in 2011 by the General Assembly resolution A/RES/66/10, adopted on 7 December 2011, UNCCT supports Member States in the implementation of the GCTS through the delivery of strategic, human rights-compliant, and needs-based programmes. The Centre works across all four pillars of the Strategy, providing training, expert guidance, and policy support in a range of areas including preventing and countering violent extremism, cybersecurity, countering terrorist financing, youth engagement, and strategic communications. UNCCT also ensures that gender, youth, and human rights considerations are systematically integrated into its programming.

As part of UNCCT, the Border Security and Management (BSM) Unit contributes directly to the implementation of Pillar II of the GCTS, which focuses on preventing and combating terrorism. The BSM Unit enhances the capacity of Member States to secure borders and prevent the movement of terrorists, while promoting inter-agency cooperation and compliance with international human rights obligations. Its work includes supporting the responsible and lawful use of biometric technologies and strengthening institutional coordination at the national, regional, and global levels.