

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO)

25P356

I. General Information

Title: JPO in Drug Control and Crime Prevention (Border Management)

Sector of Assignment: Drug control/crime and human trafficking prevention

Organization/Office: United Nations Office on Drugs and Crime (UNODC) / Division of Operations / Border Management Branch / Passenger and Cargo Control Programme (PCCP)

Duty Station: Abidjan, Cote d'Ivoire

[Non-Family Duty Station: yes ☐ / no ☒

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

Title of Supervisor: Regional Coordinator for West and Central Africa

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.

Monthly progress meeting to evaluate progress and any gaps in the workplan.

III. Duties, Responsibilities and Output Expectations

The JPO will act as the substantive officer and provide professional support to the implementation and management of the Passenger and Cargo Control Programme (PCCP) outputs relating to countering border crimes in the West and Central African region

Particularly, the JPO will support programming aimed at strengthening the law-enforcement responses to passenger and cargo crimes in Benin, Burkina Faso, Cameroon, Cape Verde, Cote d'Ivoire, Gabon, Ghana, Guinea Bissau, Mali, Niger, Nigeria, Senegal, The Gambia, and Togo.

To oversee, implement and manage currently running and planned activities at airports and seaports in the programmatic areas as described above :

- Provide technical support to the team in implementing and expanding the UNODC PCCP across West and Central Africa, including through the design and drafting of project proposals and concept notes.
- Provide assistance in planning, scheduling and managing the national and regional PCCP Trainings, meetings, conferences, exchange visits etc., including on topics of trafficking in persons, drugs, arms, wildlife and other illicit goods. Tasks include proposing agenda topics, identifying and proposing participants, preparing background documents and presentations, handling logistics, etc.
- Plan, coordinate, and prepare programme initiatives, including monitoring the implementation status of activities and supporting the development and regular updating of workplans.
- Contribute to the regular evaluation of programme activities, identifying progress, challenges, and lessons learned to enhance programme performance and impact.
- Support field missions to family duty stations locations in the region where UNODC PCCP carries out programme activities, including provision of substantive and administrative support, data collection, etc.
- Support assessment and review of existing law enforcement capabilities to counter all forms of border crime, including passenger and cargo control, to better inform the delivery of targeted interventions.
- Engage with and building networks of national and regional counterparts as well as international partners working within the border management domain in the WCA region.
- Compile, summarize, and present basic information and/or data on PCCP, including preparing and updating country fact sheets, the posting and management of information on UNODC Website and PCCP X account.
- Provide liaison between UNODC PCCP and donors.
- Draft a variety of written documents including progress reports, mission reports, briefings/presentations, concept notes and proposals speeches, speaking points, website postings, newsletters, etc.
- Monitor, in coordination with the PCCP Team, the recording of seizures of PCCUs in close collaboration with the World Customs Organization.
- Contribute to the implementation of PCCP gender strategy in planning and preparing the “virtual round tables of Women of PCCP” as well as other initiatives on gender mainstreaming (including regional trainings, social media dissemination etc.).
- Perform any other duties as required/assigned.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in international relations, law, political science, business administration, project management or related field is required.

Work experience:

A minimum of 2 years of relevant work experience in law enforcement, crime prevention & criminal justice or international affairs in the areas of programme coordination/implementation, monitoring and evaluation. Knowledge and experience of the subregion is considered an asset.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English and French is required. Knowledge of Portuguese is an advantage.

Other skills:

Good information technology skills, including MS Office operation, database applications, presentation software and data analytics, are highly desirable.

UN competencies:

PROFESSIONALISM: 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;

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

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 & 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

COMMITMENT TO CONTINUOUS LEARNING: Keeps abreast of new developments in own occupation/profession; Actively seeks to develop oneself professionally and personally; Contributes to the learning of colleagues and subordinates; Shows willingness to learn from others; Seeks feedback to learn and improve

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

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

- Develop a range of written outputs in accordance with UN/UNODC rules and standards and have a good understanding of UNODC's programme management cycle;
- Acquire a broad understanding of UNODC Passenger and Cargo Control Programme's work and activities in the West and Central African region and the UNODC Border Management Branch;
- Gain technical knowhow on passenger and cargo crime and law enforcement, including on trafficking of drugs, falsified medical products, wildlife and other illicit products, terrorism-related threats (such as arms or potential foreign terrorist fighters), trafficking in persons and smuggling of migrants, transnational organized crime, and the overall mandates of UNODC;
- Conduct presentations and hold in-depth discussions on passenger and cargo crime and security threats in the West and Central Africa region.
- Develop project documents and assessment reports to address border security-related problems in the region; draft implementation schedules, budgets, and donor reports.
- Conduct field experience and deepened cross-cultural communication skills.

VI. Background Information

The United Nations Office on Drugs and Crime (UNODC) is a global leader in the fight against illicit drugs and international crime. Established in 1997, UNODC is mandated to assist Member States in their struggle against illicit drugs, crime and terrorism. In the Millennium Declaration, Member States also resolved to intensify efforts to fight transnational crime in all its dimensions, to redouble the efforts to implement the commitment to counter the world drug problem and to take concerted action against international terrorism.



West and Central Africa form one of the world's most dynamic yet vulnerable transit zones for transnational organized crime. The region's vast and porous land borders, extensive coastlines, and bustling seaports and airports are exploited by criminal networks engaged in drug trafficking, human trafficking, smuggling of migrants, illicit timber and gold trade, arms trafficking, and environmental crimes. These illicit flows undermine state authority, weaken border governance, and fuel corruption and violence, eroding citizens' trust in public institutions.

Criminal groups operating across the region are increasingly interconnected with global markets, using West and Central Africa as a key corridor linking South America, Europe, and Asia. Cocaine from Latin America transits through the Gulf of Guinea toward Europe, while synthetic drugs and precursor chemicals move in the opposite direction. Simultaneously, the trafficking of persons and smuggling of migrants, often along the Sahelian belt and coastal routes, remain major protection and security concerns.

The complex and transnational nature of these threats requires robust border management systems, inter-agency cooperation, and intelligence-led policing at all key entry and exit points. Enhancing the capacities of customs, police, gendarmerie, and other law enforcement agencies to detect, interdict, and investigate illicit activities is critical to safeguarding regional stability and supporting sustainable trade and mobility.

To address these threats, UNODC, in collaboration with INTERPOL and the World Customs Organization is implementing the Passenger and Cargo Control Programme (PCCP). The PCCP aims at rooting a culture of intelligence gathering and information sharing in regular working practices of law enforcement agencies present at international airports, ports and land borders and at building their capacities to detect (through targeting and profiling) and interdict drugs, illicit goods and high-risk passengers to dismantle criminal networks. PCCP is implemented around 3 pillars:

1. PCCP supports inter-agency cooperation through the establishment and operationalization of inter-agency Passenger and Cargo Control Units (PCCUs), bringing together law enforcement agencies operating at airports, seaports and land borders.
2. PCCP facilitates secure real-time transmission and sharing of information between law enforcement services at national, regional and international levels, including through connection to INTERPOL I-24/7 databases, and the CENcomm and ContainerComm systems of WCO.
3. PCCP promotes an intelligence-led approach by providing PCCUs with basic and specialized training and mentoring on a wide range of issues covering targeting, intelligence, frontline, forgery and forensics. PCCUs also participate in exchange programmes and study visits and are engaged on a regular basis in international joint operations during which controls are heightened at selected airports, seaports and land borders.

This position is located in the UNODC PCCP – West and Central Africa (WCA), Regional Office for West and Central Africa (ROSEN), Division for Operations (DO), United Nations Office on Drugs and Crime (UNODC) with duty station in Abidjan, Cote d'Ivoire. UNODC PCCP operates under the Border Management Branch (BMB), Division for Operations (DO), UNODC. The incumbent will work under the direct supervision of the UNODC PCCP West and Central Africa Regional Coordinator and under the overall supervision of the Head of the PCCP.

The Regional Office for West and Central Africa of the United Nations Office on Drugs and Crime (UNODC ROSEN) is located in Dakar, Senegal, and covers 22 countries (15 in West Africa and 7 in Central Africa), where French, English, Portuguese, and Spanish are spoken.

The Office responds to the challenges presented by the region, and to the call for support from member states. A cross-cutting and multilateral strategy based on the principles of shared responsibility is developed and implemented in the most effective way for peace building, Security sector reform, National institution building, and capacity building efforts to contribute to the creation of an environment conducive to socioeconomic development.