



Job Opening

Job Title: Research Officer, P4
Department/ Office: UNITED NATIONS OFFICE ON DRUGS AND CRIME
Duty Station: VIENNA
Posting Period: 17 October 2011-16 November 2011
Job Opening number: 11-SOC-UN OFFICE ON DRUGS AND CRIME-21082-R-VIENNA (E)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Org. Setting and Reporting

This position is located in the Statistics and Survey Section (SASS), Research and Trend Analysis Branch (RAB), Division for Policy Analysis and Public Affairs (DPA), United Nations Office on Drugs and Crime (UNODC), in Vienna, Austria.

The Research Officer will work under the direct supervision of the Chief, SASS.

For more information on UNODC, please visit our website: www.unodc.org.

Responsibilities

Within delegated authority, the incumbent will be responsible for the following duties:

- Manage and undertake research and analysis of trends in corruption and other crimes using standard social science research tools and practices, and collect, organize and store sources and information with a view to ensuring the wider application of research.
- Supervise the implementation of research programmes in the area of corruption statistics by setting up workplans and deadlines, coordinate work of staff and consultants assigned to the programmes, provide inputs in the preparation of reports and the design of data collection instruments, and monitor the implementation of the programmes.
- Initiate and participate in fund-raising activities related to the implementation of programmes for analyzing levels and trends of corruption and other crimes.
- Coordinate and contribute to the development of crime-related indicators through the identification of appropriate data sources and production of relevant methodology in consultation with international and governmental experts, academic and research institutions.
- Provide expertise for the implementation of surveys including preparing survey questionnaires, terms of reference for consultants and contractors, preparing survey reports and presentations.
- Prepare written outputs, such as background and working papers, analytical notes, presentations, technical reports, briefings and studies, inputs to various publications, and presentations, as well as statistical and research-based reports to governing and technical bodies.
- Liaise and maintain contacts with relevant officials and experts in national, regional and international organizations, research institutions and governments.
- Provide substantive inputs to technical assistance projects and participate in relevant field missions, training, workshops and seminars and respond to demands for information and act as a focal point on anti-corruption research and statistics.
- Lead and coordinate the work of a team and supervise and guide assigned staff.
- Perform other duties as assigned.

Competencies

- **Professionalism:** Has knowledge of programmes to compile, process and analyze crime-related data; has knowledge of crime and criminal justice systems and is able to analyze international data sets to describe relevant crime trends; is able to apply statistical methods to analyze large data sets and formulate new strategies and methodological approaches to identify emerging crime trends; has knowledge of implementing population-based surveys in crime-related topics. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks 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.
- **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.
- **Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.
- **Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Education

Advanced university degree (Master's degree or equivalent) in statistics, criminology, economics, sociology or related fields. A first-level university degree in similar fields in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in the collection, compilation, analysis and dissemination of crime statistics or related area is required. Several years of experience in project or programme management is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English, i.e. oral and written proficiency, is required. Knowledge of another United Nations official language is an advantage.

Assessment Method

Written assignment and competency-based interview.

Special Notice

This is a project post funded for a period of one year. Extension of the appointment is subject to extension of the mandate and/or the availability of funds.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

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