



## United Nations Office on Drugs and Crimes

### Terms of Reference

#### National Project Manager

<b>Project Number and Title:</b>	<i>BDIT42- "Strengthening the criminal justice response to human trafficking in Burundi"</i>
<b>Title of Post:</b>	National Project Manager
<b>Level:</b>	SB – 4
<b>Type of contract:</b>	Service Contract
<b>Duty Station:</b>	Bujumbura, Burundi
<b>Duration:</b>	1 year initially*

#### Duties and responsibilities

Under the supervision of the Representative, UNODC Regional Office for Eastern Africa (ROEA) the incumbent is responsible for the day-to-day management of the project. More specifically, the incumbent will carry out the following tasks:

- Implement the project activities in line with the project document and the annual project Work Plan;
- Monitor and keep abreast of the trafficking in persons (TIP) situation in Burundi and the region, and develop and maintain a knowledge base on these issues;
- Maintain a database of organizations and experts dealing with TIP in the region and their activities;
- Assess the needs of relevant Government entities, NGOs and CBOs and make recommendations on how to strengthen their capacities vis a vis anti-TIP work;
- Prepare an annual costed project Work Plan;
- Organize consultancies and support the consultants in accordance with the project document;
- Monitor project implementation in general, and specifically against the project Work Plan, project indicators and assumptions, and develop monitoring tools for use by the project management and by the implementing partners;
- Prepare periodic project activity, progress and status reports (incl. project performance and evaluation reports) as stipulated in the project document and in line with UN requirements;
- Prepare financial reports and budget revisions in line with UN requirements;

---

\* Project may be extended subject to the availability of sufficient funding.

- Organize project evaluations in line with UN policy and procedures;
- Supervise and provide guidance to the Project Assistant and prepare staff performance reports.

### **Qualifications**

- Advanced university degree in law, criminology, international relations or other relevant social science;
- Experience in project administration, management and technical cooperation;
- Experience working with the United Nations system and/or other international organizations;
- Sound knowledge of transnational organized crime, TIP and related issues;
- Excellent drafting, analytical and managerial skills;
- Good communication and interpersonal skills;
- Fluency in spoken and written English and French.

Applications (including a CV, P.11, cover letter, certified copies of diplomas and certificates of service with mention "**Confidential – National Project Manager / UNODC** ") must be delivered by 28 August 2009 at 1.00 pm at :

**Programme des Nations Unies pour le Développement (PNUD)  
Green Building  
4470, Avenue de la Chaussée du Peuple Murundi  
Bujumbura  
Burundi**

More information about the UNODC can be found on <http://www.unodc.org/>.