

MINISTRE DES FINANCES
ET DU BUDGET



REPUBLIQUE DE COTE D'IVOIRE
Union - Discipline - Travail

DIRECTION
DES RESSOURCES HUMAINES

Abidjan, le

Le Directeur

N° **3189** /MFB/DRH/SDEF/kc-pv



A

**Monsieur le Directeur Général
du Trésor et de la Comptabilité
Publique (DGTCF)**

**Ministère des Finances
et du Budget**

ABIDJAN

Objet : offre d'emploi à l'ONUDC.

Monsieur le Directeur Général,

J'ai l'honneur de vous transmettre, pour information et diffusion, l'avis « l'Office des Nations Unies contre la Drogue et le Crime (ONUDC) informe le Gouvernement Ivoirien de la disponibilité d'un (1) agent de type II (ST/AI/1999/6) du 28 mai 1999, pour appuyer son portefeuille d'assistance technique spécialisée dans le domaine de la prévention du terrorisme ».

Veillez agréer, **Monsieur le Directeur Général**, l'expression de ma considération distinguée.

P.J. : - Courrier N° 35468/MAEIAIE/CAB/DEG/SD-ASG/YSSC/CZA du 21 novembre 2025

P/Le Directeur des Ressources Humaines
P/I Le Sous-Directeur de l'Informatique



Marcelin Brabro BABOU



EC 0212025/2025/24/28/28



LE CABINET

Abidjan, le 21 NOV 2025

N° 35468 MAEIAIE/CAB/DEG/SD-ASG/YSSC/CZA

Objet : Offre d'emploi à l'ONUDC

Madame la Directrice de Cabinet,

J'ai l'honneur de vous faire parvenir ci-joint, avec les termes de référence qui l'accompagnent, copie de la Note verbale référencée CU 2025/318/DTA/TPB en date du 06 novembre 2025, par laquelle l'Office des Nations Unies contre la Drogue et le Crime (ONUDC) informe le Gouvernement ivoirien de la disponibilité d'un (1) poste d'Agent de type II (ST/AI/1999/6) du 28 mai 1999), pour appuyer son portefeuille d'assistance technique spécialisée dans le domaine de la prévention du terrorisme.

À cet effet, l'ONUDC invite le Gouvernement à désigner un ou plusieurs experts dûment qualifiés, dont le profil répond aux critères précisés en annexe, et dont les dossiers de candidature devront être transmis le 6 janvier 2026 au plus tard.

Il convient de préciser que le processus de sélection inclut un test écrit ou un entretien axé sur les compétences, en vue d'apprécier les aptitudes des candidats.

Par ailleurs, des informations complémentaires relatives à ladite offre sont disponibles auprès de Madame Corenne AGBORAW de la Division de la Prévention du Terrorisme, DTA, au courriel corenne.agboraw@un.org et au numéro de téléphone +43 1 26060 5148.

Je vous en souhaite bonne réception et vous prie d'agréer, **Madame la Directrice de Cabinet**, l'assurance de ma considération distinguée.



Le Directeur de Cabinet Adjoint

KOUE BI G. Alphonse
Ambassadeur

**MADAME LA DIRECTRICE DE CABINET
DU MINISTRE DES FINANCES ET DU BUDGET
ABIDJAN**





United Nations
Office on Drugs and Crime

Reference: CU 2025/318/DTA/TPB

The United Nations Office on Drugs and Crime (UNODC) presents its compliments to the Permanent Mission of Côte d'Ivoire to the United Nations (Vienna) and has the honour to inform the Government of the recruitment of a *gratis* personnel type II (ST/AI/1999/6 of 28 May 1999) to support its specialized technical assistance portfolio in the field of terrorism prevention. This call for applications is being made to fill the position of a Law Enforcement Expert within the Terrorism Prevention Branch, Division for Treaty Affairs, at the UNODC headquarters in Vienna. Depending on the interest of Member States in responding to this call and the profile of candidates nominated, UNODC will consider the possibility of opening similar posts in other UNODC offices.

The Secretariat recalls that UNODC's mandate to assist Member States in preventing and countering terrorism is grounded in General Assembly resolutions 57/292 of 15 March 2003 and 78/226 of 19 December 2023, which provide the most comprehensive reflection of UNODC's current mandate in this field.

The Terrorism Prevention Branch (TPB) of the Division for Treaty Affairs serves as a key provider of counter-terrorism technical assistance, assisting Member States in ratifying and implementing the universal legal instruments related to terrorism, strengthening the capacity of national criminal justice systems in compliance with rule of law principles and enhancing international cooperation in criminal matters related to terrorism.

Permanent Mission of Côte d'Ivoire
to the United Nations (Vienna)
Vienna, Austria

Making the world safer from drugs, crime, corruption and terrorism

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UNODC has therefore the honour to invite the Government to consider nominating, on a gratis basis,¹ qualified experts to support the project and subsequent development of related policy. Enclosed with this note verbale are the detailed Terms of Reference for the profile of expertise being sought (Annex A). Subject to identified needs, tasks will be attended on site in headquarters Vienna, Austria, but may be required to work from home (if applicable) or field-based duty stations and may require official duty travel to beneficiary countries. UNODC kindly encourages the Permanent Missions to identify one or more individuals who could provide the required expertise on a gratis basis by 6 January 2026. It is requested that nominations be submitted in the form of a completed Personal History Profile (Annex B) and motivation letter for each nominee.

Nominations will be followed by a selection process to assess the candidate's suitability, which may involve a written test and/or competency-based interview. Only candidates who successfully pass this process will be considered for respective postings with UNODC, subject to the nature of available vacancies.

Requests for further information may be submitted to Ms. Corenne Hammond-Agboraw, Terrorism Prevention Branch, DTA, UNODC (corenne.agboraw@un.org; +43 1 26060-5148). Nominations can also be sent electronically to the following email address: corenne.agboraw@un.org. This request is being transmitted to all Member States.

The United Nations Office on Drugs and Crime avails itself of this opportunity to renew to the Permanent Mission of Côte d'Ivoire to the United Nations (Vienna) the assurances of its highest consideration.

6 November 2025



¹ Gratis basis, consistent with ST/AI/1999/6, signifies that the Government is responsible for the remuneration of the services of such personnel. All expenses in connection with the services of gratis personnel, including salaries, allowances and benefits and travel costs to and from the locations where the gratis personnel are based is paid by the donor Government. During the entire period of service, the donor Government also ensures that gratis personnel are covered by adequate medical and life insurance as well as insurance coverage for illness, disability or death incurred in the service of the United Nations. The United Nations will only cover costs incurred by gratis personnel undertaking official travel in the discharge of their functions including payment of daily or mission subsistence allowance. Personnel contributed under this modality will enjoy the status of "expert on mission" within the meaning of article VI, sections 22 and 23, of the Convention on the Privileges and Immunities of the United Nations of 13 February 1946.



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TERMS OF REFERENCE

Functional Title	Law Enforcement Expert (Transnational Organized Crime Prevention)
Modality:	Gratis Personnel type II
Organizational Location:	Office of the Chief, Terrorism Prevention Branch Division for Treaty Affairs (DTA) United Nations Office on Drugs and Crime (UNODC)
Duty Station:	Vienna, Austria (travel as and when needed within the proposed assignment period).
Duration:	One year with a possibility of extension

Organizational Setting and Reporting Relationships:

The United Nations Office on Drugs and Crime (UNODC) collaborates with Member States to enhance their ability to counter terrorism while upholding the rule of law and human rights. The Terrorism Prevention Branch (TPB) of UNODC provides key counter-terrorism technical assistance, focusing on legal support. TPB helps countries adopt international legal instruments related to terrorism and organized crime, integrate these into national laws, train officials on these laws, and foster international cooperation in criminal matters. To ensure lasting impact, TPB develops legal technical assistance tools and broadens its support scope, aligning with the UN Global Counter-Terrorism Strategy. The function is within the Office of the Chief of TPB, Division for Treaty Affairs, UNODC, reporting to the Chief of the Branch.

Responsibilities: The expert will perform the following specific duties:



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Advisory Services and Mentoring

- Provide specialized expertise advice on developing and enhancing TPB's law enforcement strategies and operational approaches to counter the nexus of organized crime and terrorism.
- Support the TPB's work in designing mentoring frameworks and capacity building methodologies that national counterparts can use to enhance their capacity to prevent and counter organized crime and terrorism, especially its nexus.
- Advises the Chief of Branch on existing law enforcement capacities and structures, assessing technical assistance needs to address gaps and make recommendations.
- Advise on good practices in prevention, investigation techniques, and operational responses regarding organized crime and terrorism
- Advise on and oversee the development of standard operating procedures and technical guidance materials for terrorism-related cases that TPB can deploy in its assistance programming.

Law Enforcement Review and Assessment

- Design and refine assessment methodologies and tools for TPB to evaluate Member States' law enforcement frameworks for countering terrorism, especially in its connection to transnational organized crime. Develop evaluation frameworks for the effectiveness of counterterrorism legislation and policies.
- Develop analytical frameworks to identify gaps in law enforcement capabilities and create recommendation templates and guidance tools to address them. Provide expert advice on developing TPB's advisory products for strengthening criminal justice responses to terrorism.

Partnership Building and Coordination

- Participate as an expert on behalf of TPB in inter-agency coordination meetings on counterterrorism and organized crime, liaising with relevant stakeholders, including Member States' law enforcement agencies.
- Develop strategies and protocols for information sharing and operational coordination among stakeholders that TPB can facilitate and promote.



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Documentation and Reporting

- Lead in the preparation and dissemination of briefing notes, working papers, and reports on terrorism prevention matters and its connection to transnational organized crime for TPB leadership and UNODC management.
- Formulate and develop best practices and lessons learned from counterterrorism operations, and other related activities. Contribute to the development of technical tools, guides, and manuals on terrorism prevention, especially regarding the nexus of organized crime and terrorism.
- Evaluate and prepare progress reports on activities and achievements for TPB management.
- Perform other work-related duties as required.

Work implies frequent interaction with the following:

Counterparts, officers and technical staff of UNODC units and field offices, other relevant UN secretariat departments and offices, specialized agencies, funds and programmes, Representatives and officials of Governments, international organizations, intergovernmental and non-governmental organizations, experts and consultants on law enforcement matters; private sector and relevant outreach departments.

Results expected:

- Strengthened capacity of the Terrorism Prevention Branch through assessment and advising on aspects regarding organized crime and its connection to terrorism.
- Strengthened advisory and mentoring support to Member States on counterterrorism law enforcement matters, especially regarding the nexus of organized crime and terrorism.
- Improved law enforcement frameworks and operational capabilities to counter terrorism, especially the nexus of transnational organized crime and terrorism
- Strengthened partnerships and coordination on counterterrorism efforts, especially regarding the nexus of transnational organized crime and terrorism.



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Competencies:

Professionalism:

“The expert should have good knowledge and understanding of the concepts and practices in terrorism and transnational organized crimes”. Has very good analytical and problem-solving skills, including ability to identify and contribute to the solution of problems/issues; has sound judgment. Has expertise in project development, implementation and management. Has knowledge of the work of the United Nations in the area of policing. Has conceptual analytical and evaluative skills to conduct needs assessment in the relevant field. Has proven ability to contribute to complex technical assistance programmes and to provide expert advice in the substantive area. Has ability to analyse and interpret data in support of decision-making and convey resulting information to management. 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.

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.

Education:

An advanced university degree (Master's degree or equivalent) in criminal justice, criminology, law, political science, management or other related fields is required. A first-level university degree in the aforementioned fields in combination with two (2) additional years of qualifying work experience, may be accepted in lieu of the advanced university

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degree. Formal qualifications or certifications from a recognised national or international customs authority, police academy, or military-training institution, supplemented by specialization in criminal justice, crime prevention, or law enforcement, in combination with four (4) additional years of qualifying work experience, may be accepted in lieu of the first level university degree.

Experience:

- A minimum of seven years of progressively responsible professional experience in law enforcement, specifically in areas related to terrorism prevention, criminal investigation, police operations or organized crime is required.
- Extensive experience of international police cooperation is required.
- Proven experience in providing mentoring and advisory services to law enforcement agencies in an international context is required.
- Extensive experience of management in the area of law enforcement, as well as coordination and liaison with different stakeholders is desirable.
- Experience in analytical evaluation, reporting and presentation. Especially in the area of policy is desirable.

Languages:

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

INSTRUCTIONS		 UNITED NATIONS			Do not Write in This Space			
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.		PERSONAL HISTORY						
1. Family name		First name		Middle name		Maiden name, if any		
2. Date of (day/month/yr) Birth		3. Place of birth		4. Nationality(ies) at birth		5. Present Nationality(ies)		
7. Height		8. Weight		9. Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>				
10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. (a) Are there any limitations on your ability to perform in your prospective field of work? YES <input type="checkbox"/> NO <input type="checkbox"/> (b) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/>								
11. Permanent address			12. Present address		13. Office Telephone No. ()			
Telephone No. ()			Telephone/Fax No. ()		14. Office Fax No. () E-mail:			
15. Do you have any dependent children? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:								
Name of Children		Date of Birth (day/mo/year)		Place of Birth		Gender		
15. (a) Name of Spouse								
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", which country?								
17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:								
18. Are any of your relatives employed by a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", give the following information:								
NAME		Relationship		Name of International Organization				
19. What is your preferred field of work?								
20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/>				21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?				
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?								
OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For clerical grades only Indicate speed in words per minute				List any office machines or equipment and computer programmes you use.				
	English	French	Other languages					
Typing								
Shorthand								

24. EDUCATION, Give full details - N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

A. University or equivalent

NAME, PLACE AND COUNTRY Please give complete address.	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Month/Year	Month/Year		

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY Please give complete address.	TYPE	YEARS ATTENDED		CERTIFICATES OR DIPLOMAS OBTAINED
		FROM	TO	

25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (DO NOT ATTACH)

27. EMPLOYMENT RECORD: Starting with your present post, list in REVERSE ORDER every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:			TYPE OF BUSINESS	
ADDRESS OF EMPLOYER:			NAME OF SUPERVISOR	
			NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING

DESCRIPTION OF YOUR DUTIES:

B. PREVIOUS POSTS (IN REVERSE ORDER)

FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:			
MONTH/YEAR		MONTH/YEAR		STARTING	FINAL				
NAME OF EMPLOYER:						TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:						NAME OF SUPERVISOR:			
						NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES									
FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:			
MONTH/YEAR		MONTH/YEAR		STARTING	FINAL				
NAME OF EMPLOYER:						TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:						NAME OF SUPERVISOR:			
						NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES									
FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:			
MONTH/YEAR		MONTH/YEAR		STARTING	FINAL				
NAME OF EMPLOYER:						TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:						NAME OF SUPERVISOR:			
						NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES									

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>		
29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", WHEN?		
30. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed under Item 27.</i>		
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION
31. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.		
32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES <input type="checkbox"/> NO <input type="checkbox"/> If "yes", give full particulars of each case in an attached statement.		
33. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES <input type="checkbox"/> NO <input type="checkbox"/>		
34. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.		
DATE (day, month, year)	SIGNATURE:	
N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.		