



**United Nations Interim Administration Mission in Kosovo**  
**RECRUITMENT UNIT**  
Human Resources Section

**National Consultant Opening**

<b>Job opening #: NC 2021-001</b>	<b>Deadline: 02 April 2021</b>
<b>Title: Drug Demand Reduction Evaluation and Reporting Officer</b>	
<b>Organizational Unit: Justice and Correction Section</b>	<b>Location: Pristina</b>
<p>UNMIK invites qualified applicants in the relevant occupational group to apply for the subject opening. Interested applicants should submit a cover letter, Personal History Profile (PHP) or Personal History form (P.11) .</p> <p><b>Kindly note that applications upon receipt will be reviewed and <u>only applicants who are short-listed</u> will receive an acknowledgement within six weeks from the deadline for submission of applications.</b></p> <p style="text-align: center;"><i>Please indicate the NC Opening number in the subject of your e-mail</i></p>	

**Responsibilities:** The Consultant will closely work with the UN Office on Drugs and Crimes (UNODC) Regional Project Manager (Belgrade) and UN Office on Drugs and Crimes (UNODC) Rule of Law (RoL) Advisor (Pristina) in facilitating following tasks:

1. Communicate with the UNODC Regional Project Manager (Belgrade) and UNODC RoL Advisor (Pristina) to agree on the work plan
2. Communicate with the International Consultant on the reporting requirements
3. Prepare the WHO/UNODC substance use disorder treatment facility survey (cultural adaptation and expert proofreading)
4. Prepare the COVID-19 impact assessment questionnaire on drug treatment services (cultural adaptation and expert proofreading)
5. Run the approved questionnaires with the selected facilities/organisations to test the applicability and clarity of questions (cognitive/pilot testing)
6. Modify the questionnaire based on the received comments from testing phase
7. Facilitate the implementation of surveys with treatment facilities and organisations (nominated by the Ministry of Health),
8. Provide statistical analysis of collected data
9. Submit the processed data along with the narrative (in English language) to International Consultant for further processing

**Competencies:**

- **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.

- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client

### **Qualifications:**

An advanced university degree (Master's degree or equivalent) in medicine, psychology, social sciences, public health, or related fields is required.

### **Work Experience**

A minimum of 5 years of relevant responsible professional experience in the field of treatment of substance use disorders is required. Knowledge of evidence-based drug dependence treatment and current research as well as best practices on the treatment of substance use disorders. Previous experience in designing surveys/guidelines/protocols/training materials for treatment and care of drug use disorders, with proven experience in statistical analysis. Proven technical experience with national drug coordination mechanisms in the country. Intercultural work experience and/or experience working experience with the UN desirable. Experience in working in the Western Balkans and/or in Kosovo is desirable.

### **Language requirements**

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Albanian and/or Serbian language with excellent drafting and communication skills, is required. Knowledge of another United Nations official language is an advantage.

### **Assessment**

Potential candidates will be contacted by the Hiring Manager directly for further consideration. Due to a high volume of applications received, ONLY successful candidates will be contacted.

As specified above, applicants are requested to submit a cover letter referring to [Job Opening No. NC 2021-001](#) along with completed PHP/P11 to the attention of Human Resources Section by mail, fax or email to the following addresses:  
P P.O. Box 999,10000 Pristina, Kosovo,  
Fax No: +381-38-504604 ext 5848  
E-mail to [unmik-recruitment@un.org](mailto:unmik-recruitment@un.org)