



UNODC

United Nations Office on Drugs and Crime

UNODC Vacancy Announcement

Post Title: **National Programme Officer (Monitoring, Evaluation, Research and Learning (MERL) Human Trafficking and Migrant Smuggling)**

Vacancy No.: **ROSEAP/2024/SC/004**

Duty Station: **UNODC Regional Office for Southeast Asia and the Pacific Bangkok, Thailand**

Type of Contract: **Service Contract (SB-4/SC-8 level) Open to Thai national only**

Remuneration: **Starting Baht 1,145,400 per annum**

Duration: **One year with possibility of renewal subject to funding availability**

Application deadline: **Thursday 11th July 2024 (Midnight Bangkok Time)**

I. Organizational Context

The United Nations Office on Drugs and Crime (UNODC) provides technical assistance related to combating transnational organized crime, including on trafficking in persons and smuggling of migrants, to requesting Member States. This assistance also aims to strengthen criminal justice systems of States and encourages ratification and successful implementation of international conventions and protocols, in compliance with the rule of law and human rights.

The Regional Programme for Southeast Asia and the Pacific 2022 – 2026 is designed to address both present and emerging needs within these regions, with the ultimate objective, namely to secure and reinforce the rule of law in Southeast Asia and the Pacific and ensure vulnerable groups and communities in the region are protected from crime. To this end, UNODC is implementing a number of capacity building projects that aim to better equip authorities to prevent human trafficking and migrant smuggling, identify and protect the rights of trafficked victims and smuggled migrants, and dismantle the criminal networks profiting from these crimes.

Under the overall supervision of the UNODC Regional Representative of ROSEAP and the direct supervision of the Regional Coordinator for the Human Trafficking & Migrant Smuggling Programme based in Bangkok, the National Programme Officer (Monitoring, Evaluation, Research and Learning (MERL) Human Trafficking and Migrant Smuggling) will be responsible for the development and implementation of effective monitoring and evaluation frameworks for

a range of projects, including two specific projects funded through the US State Department on “Enhanced Screening and Protection of Victims of Trafficking for Forced Criminality” and “Enhancing Investigation and Prosecution of Trafficking in Persons for Forced Criminality”.

The National Programme Officer (Monitoring, Evaluation, Research and Learning (MERL) Human Trafficking and Migrant Smuggling) may also receive and act on other requests of assistance as assigned by the Regional Coordinator for the Human Trafficking & Migrant Smuggling Programme.

II. Functions / Key Outputs Expected

Under the direct supervision of the Regional Coordinator for Human Trafficking and Migrant Smuggling (based in Bangkok, Thailand), the National Programme Officer (Monitoring, Evaluation, Research and Learning (MERL) Human Trafficking and Migrant Smuggling)) will perform the following tasks:

Design and Execution of MERL Component

- Design, implement and manage the MERL plan for the two projects on “Enhanced Screening and Protection of Victims of Trafficking for Forced Criminality” and “Enhancing Investigation and Prosecution of Trafficking in Persons for Forced Criminality” in line with US Department of State’s J/TIP Office guidance;
- Coordinate and supervise implementation of the Results Monitoring Plan (RMP) designed to measure project outputs and short-term and medium-term outcomes as well as Common Performance Indicators (CPIs)
- Provide technical assistance to implementing partners to integrate and implement MERL plans for the projects; and
- Manage continuous monitoring of the MERL and RMP plans throughout project implementation, ensuring the timely updating of project results framework and project data.

Data Quality and Maintenance

- Maintain project databases, records, data on key project indicators, assessment findings, and reports;
- Design and maintain indicator tracking tools and develop additional databases and tracking tools as needed;
- Undertake, as required, country visits to collect data and/or oversee data collection efforts; and
- Maintain data security, confidentiality and sharing protocols.

Reporting

- Prepare quality monitoring and evaluation reports to feed related sections of donor reports on quarterly basis in collaboration with project team;
- Ensure thorough review and analysis of quarterly monitoring data to identify and resolve variances and include this information in the above reports.
- Ensure quarterly reports also summarize implementation progress, trends, and learning;
- Consolidate these reports on an annual basis; and
- Work with the project team to develop quarterly performance reports, articles, document lessons learned, and all other reports required by the donor.

Research and Knowledge

- Capture evidence of project impact for policy makers, donors, government officials and related stakeholders;
- Support the team to visualize the theory of change, analyze assumptions and connect the process of change between outputs and outcomes;
- Identify and document lessons learned, good practices, success stories, achievements, and

recommendations to be integrated into broader knowledge management, planning and developing strategies;

- Serve as a focal point for project staff by supporting their awareness and use of tools and tips that help to build their performance monitoring and data use skills;
- Identify, analyze, and synthesize lessons learned from program implementation and facilitate the incorporation of those lessons into the activity development cycle;
- Design, coordinate, and implement quantitative and qualitative surveys, studies or assessments to build knowledge that can be used to inform future initiatives as required;
- Assist the Regional Coordinator in drafting terms of reference for all research and knowledge assignments as required; and
- Perform other duties to support national project implementation and regional Human Trafficking & Migrant Smuggling programming as required.

III. Competencies and Critical Success Factor

Professionalism: Has knowledge and understanding of theories, concepts and approaches relevant to criminal justice, with a primary focus on mutual legal assistance, criminal asset management, prisons and gender-based violence. Has knowledge of policies and practices in the area of criminal justice, as well as of the mandates of the United Nations Office on Drugs and Crime. Has very good research and analytical skills. Is able to identify issues, analyze and participate in the resolution of issues/problems. Is able to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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 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 audience; demonstrates openness in sharing information and keeping people informed.

Planning, organizing and managing performance: 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.

IV. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • Master's degree in Statistics, Social Science, Political Science, Law, Public Policy, International Relations, or a related field is required. • A first-level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
Experience:	<ul style="list-style-type: none"> • Master's degree with (0) year or a Bachelor's degree with a minimum of (2) two years of relevant experience in monitoring and evaluation, designing and conducting studies, surveys,

	<p>assessments, and evaluations using both quality and quantitative methods</p> <ul style="list-style-type: none"> • Practical experience in the use of data analysis tools, data management and analysis. • Experience in leading planning, monitoring and reporting initiatives. • Experience in research and surveys - design of tools, data collection, data processing and analysis. • Knowledge of different M&E approaches (e.g. Most Significant Change (MSC); Outcome Mapping; Aware Monitoring, Evaluation, and Learning (CAMEL) approaches) is required. • Knowledge of human trafficking in the Southeast Asia region is an asset. • Knowledge of US Government monitoring and reporting procedures is an asset. • Strong inter-personal, diplomatic, coordination, organization and communication skills. • Ability to build and maintain working relationships with different stakeholders. • Social, cultural, gender, religion, ethnic, and age sensitivity and adaptability. • Ability to work independently and within a team. • Excellent English drafting and communication skills. • Experience working with the United Nations or other international organizations is desirable.
Language Requirements:	English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Thai is required. Knowledge of other United Nations official languages is an asset.
Other:	<ul style="list-style-type: none"> • Experience in the use of computers and office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages is required. • Experience in handling web-based management systems is desirable.

HOW TO APPLY:

Interested applicants should submit the following documents:

- Letter of interest clearly stating suitability for the position;
- UN Personal History Form and detailed curriculum vitae based on the criteria stated above.

UN Personal History Form can be downloaded from

<http://www.unodc.org/southeastasiaandpacific/en/who-we-are/job-opportunities.html>

Please submit the application by e-mail to: unodc-roseaprecruitment@un.org

Application deadline: Thursday 11th July 2024 (Midnight Bangkok Time)

Note: (a) Please clearly indicate the position you are applying for in the subject line of the email.

(b) Failure to submit supporting documents as specified in the advertisement will result in an incomplete application. Applicants who submit incomplete applications will NOT be considered.

Due to the high volume of applications, only pre-selected candidates will be contacted.
