



UNODC

United Nations Office on Drugs and Crime

UNODC Vacancy Announcement

Post Title: National Programme Officer (Mekong MOU)

Vacancy No.: ROSEAP/2024/SC/001

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: Wednesday 10th July 2024 (Midnight Bangkok Time)

I. Organizational Context

The Regional Programme (RP) for Southeast Asia is a comprehensive, integrated platform of UNODC's technical assistance in the region with the overall objective to strengthen the ability of Member States and institutions in the region to effectively respond in a coordinated manner to drugs, crime, and terrorism challenges.

Through RP, UNODC has provided technical support to related frameworks and regional institutions to help promote ownership and sustainability objectives, these include provision of secretariat and programme implementation support to the Memorandum of Understanding on Drug Control in the Greater Mekong Subregion (Mekong MOU), which was signed in 1993 in response to an increased regionalization of illicit drug use, production, trafficking and associated impact, as well as to rising organised criminal activities at the national and regional levels. The signatories are the following: Cambodia, China, Lao PDR, Myanmar, Thailand, Viet Nam, and UNODC performs as the Secretariat. Under the Mekong MOU, activities are carried out under the framework of its rolling Subregional Action Plan (SAP).

During the Ministerial Meeting of the Mekong MOU in September 2023, all the signatories adopted an initiative called by China to jointly address the synthetic drug problems in the

Mekong. This Initiative comprises seven measures to address the issue including the decision to form up three working groups 1) Prevention Education; 2) Chemical Control; 3) Forensic Drug Analysis.

II. Functions / Key Outputs Expected

Under the overall guidance of the UNODC Regional Representative, the incumbent will work under the direct supervision of the Drug Control and Crime Prevention Officer who coordinates the Secretariat work of the Mekong MOU and the implementation of SAP. The National Programme Officer will contribute to coordinating the implementation of the initiative and activities organized by the three working groups.

In particular, the incumbent will fulfil the following tasks:

- Works with key counterparts to facilitate the development, implementation and evaluation of activities; monitors and analyzes specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions;
- Carries out research on selected aspects of programmes, operations and other activities under Regional Programme to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources;
- Assists in performing consulting assignments, in collaboration with the counterparts, by planning and facilitating workshops, through other interactive sessions and assisting in developing the action plan the region will use to manage the change;
- Contributes to the preparation of various written outputs, e.g. draft background papers, concept notes, analytical notes, sections of reports and studies, inputs to publications, etc.;
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.;
- Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities;
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.;
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.) and
- Performs other duties as may be required.

III. Competencies and Critical Success Factor

Professionalism:

- Knowledge and understanding of theories, concepts and approaches relevant to crime, especially organized crime and drug control issues and knowledge of the UN Conventions and mandates;
- Knowledge of policies, legislation and practices in the region related to drug control;
- Very good research and analytical skills;

- Ability to identify and contribute to the solution of problems/issues;
- 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 and 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.

IV. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • An advanced University degree (Master's degree or equivalent) in public relations, international relations, communications, criminology, political or social science, or 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.
Experience:	<ul style="list-style-type: none"> • At least 2 years of experience in the area of law enforcement and criminal justice or other related areas; • Experience working with Governments, civil society, international organizations and donors is required;

	<ul style="list-style-type: none"> • Familiarity with technical assistance activities and experience in project development and management would be an asset; • Specific experience in managing programmes/projects in Asia Pacific region is an advantage.
Language Requirements:	Written and spoken fluency in English is required. Working level knowledge of one or more languages of the Mekong region is an advantage.
Other:	<ul style="list-style-type: none"> • Open to Thai Nationals only; • Excellent document drafting and research skills; • Excellent inter-personal skills; • Knowledge and practical experience with United Nations programme policies, guidelines and procedures is an asset; • Strong presentation skills are also an asset.

HOW TO APPLY:

Interested applicants should submit the following documents:

- (a) Letter of interest clearly stating suitability for the position;
- (b) 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: Wednesday 10th 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.
