



UNODC Vacancy Announcement

Post Title:	National Programme Officer (GRIDS)
Vacancy No.:	POVIE-2024-001
Duty Station:	Hanoi, Vietnam
Type of Contract:	Service Contract (SB-4/SC 8) Open to Vietnamese national only
Contract Duration:	One year with renewable upon satisfactory performance and availability of fund
Application deadline:	Wednesday 13 March 2024 (Midnight Vietnam Time)

I. Organizational Context

The International Narcotic Control Board, as an independent body of the United Nations, has been served as a neutral convener of counterparts from Governments, international partner organizations and private sector entities, all of whom are threatened by emerging dangerous substances that are not under international control. Global Rapid Interdiction of Dangerous Substances (GRIDS) Programme has been designed in response to numerous CND Resolutions related to the Board's efforts to effectively address the challenges posed by non-scheduled substances. The global programme consolidates and further develops the Board's unique global activities through a network of regional and national officers.

The incumbent will perform his/her duty under the direct supervision of the GRIDS Regional Technical Officer (RTO) for East Asia, Southeast Asia and the Pacific based in Bangkok.

In implementing the programme, the National Programme Officer (NPO) will work in close collaboration with other UNODC programme officers, financial and administrative staff, technical advisors and experts, government officials, and other relevant stakeholders to ensure smooth implementation of GRIDS in the country.

II. Functions / Key Results Expected

The incumbent will fulfill the following tasks;

The incumbent will fulfill the functions of National Programme Officer (GRIDS) for SINCB GRIDS activities in Viet Nam and provide support, as needed, to other initiatives implemented in that country. Specifically, the incumbent will fulfill the following tasks:

1. Programme Implementation:

- Assist the Regional Technical Officer of the GRIDS programme in Bangkok in liaising with relevant national, regional and international stakeholders and counterparts involved in the programme, ensuring the smooth flow of information and communication, and ensuring the successful completion and monitoring of all activities of the work programme in the country;
- Organize, coordinate the preparation of, and participate in, training missions, case meetings, regional and national conferences and meetings, industry and officer twinning activities, and contribute to the drafting of documents for GRIDS;
- Organize and/or participate in field missions, including proposing agenda topics, identifying participants, and providing guidance to external consultants, government officials, private sector companies and other parties;



- Support the promotion of and development of the voluntary public partnership process with government and relevant private sector companies; liaise with officers of Viet Nam to identify and invite private sector companies from their countries to participate in working groups and related meetings;
- Facilitate private sector engagement that supports companies' participation in related events such as working group meetings, training and twinning events, workshops, conferences and related expert consultations;
- Support the development of activities in key areas related to non-scheduled substances, as described in the programmes' workplan and financial contribution agreements;
- Contribute to the development, management, use and promotion of proprietary SINCB communication platforms (e.g., IONICS/GRIDS, PICS, PEN) with information on various aspects of drug, new psychoactive substances, precursors, dangerous substances, and their illicit manufacturing equipment
- Ensure effective management and logistical support;
- Support coordination with government counterparts;
- Provide support and advice to GRIDS team and the Bangkok-based Regional Technical Officer;

2. Programme Management Support:

- Assist with the management, administration and supervision of SINCB GRIDS programme's assets and resources in line with UN rules, regulations and procedures under the delegated authority of the RTO in Bangkok;
- Assist with the preparation and updating of work plans and ensure that implementation is consistent with the provisions of programme documents;
- Conduct effective planning, implementation and monitoring of work plans, logical frameworks, and financial and budgetary documents;
- Draft a variety of written outputs, such as background documents, strategic and operational threat assessments, needs assessments, correspondence with governments, presentations, and training materials
- Take responsibility for the financial and administrative management of activities in the field assigned to him/her;
- Assist with the design and with formulating programme proposals, programme extensions and supplementary activities in the thematic areas assigned, thus translating SINCB GRIDS priorities into local needs;
- Coordinate implementation of activities with executing agencies;
- Introduce and monitor performance indicators, success criteria, milestones, and cost recovery;
- Conduct a continuous financial and substantive monitoring of programmes' activities, identify operational and financial challenges and develop solutions;
- Prepare, consolidate, review, and ensure the quality of different reports in close consultation with the RTO in Bangkok.

3. Coordination and Communication:

- Have regular communication and discussions with GRIDS team to review progress of the work; Propose and discuss solutions for any difficulties/problems which may be encountered during the implementation process;
- Coordinate and liaise with GRIDS team, government officials, (foreign) law enforcement personnel, national non-governmental actors and members of the business community at the technical level to



facilitate implementation and to create opportunities for collaboration;

- Ensure regular communication with counterparts in charge of programme implementation;
- Create and maintain a network of focal points and contacts with law enforcement agencies to ensure smooth implementation of the programme and effective lines of communication between these agencies and SINCB;
- Ensure communication and coordination with international partners providing technical support in areas relevant to the programmes;

4. Advisory services and knowledge-building:

- Support to monitor and analyse developments and trends in new psychoactive substance, non-medical synthetic opioids, dangerous substances and illicit manufacturing equipment at the national and regional level
- Monitor and review best practices, methodologies and programmes in drug and precursor control; provide explanations/support/training to government counterparts on provisions of the drug control Conventions
- Identify sources of information to apply best practices related to the programmes' goals;
- Analyse information to generate strategic intelligence products;
- Identify knowledge gaps within government agencies and collaborate with GRIDS RTO to bridge those gaps (e.g. by organizing advanced training workshops);
- Contribute to knowledge networks and communities of practice;
- Organize training.

5. Other Related Functions:

Perform other duties to support project implementation as advised by the Regional Technical Officer in Bangkok.

III. Competencies

- **Teamwork:** Good inter-personal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.
- **Professionalism:** Has knowledge and understanding of the role and responsibilities of drug law enforcement. 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.
- **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.
- **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.

IV. Qualifications Requirements

Education:	<ul style="list-style-type: none"> • Master’s degree in Law, Criminal Justice, Public Management, International Relations, or a closely related field
Experience:	<ul style="list-style-type: none"> • At least six (6) years of work experience (or four (4) years of work experience for master’s degree holders) in drug law enforcement/law enforcement related programs/area, or a program coordinator, is required; • Experience in managing development/technical support programmes/projects, including monitoring, reporting and evaluation is required; • Professional experience on UNODC or other UN project implementation/coordination, or similar international organization is preferable; • Experience in training and event-facilitation and liaising with mid- to high level government officials is desirable;
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English and Vietnamese is required • Working knowledge of other UN language desirable
Other:	<ul style="list-style-type: none"> • Good inter-personal skills; • High sense of responsibility for achievement of successful programme outputs fulfilling success criteria and donor requirements.

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;
- Copy of all education certificates.

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 13 March 2024 (Midnight Vietnam Time)

Note:

- Please clearly indicate the position you are applying for in the subject line of the email.
- 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.