TERMS OF REFERENCE

Post Title: National Programme Officer: Global Synthetic: Monitoring, Analyses, Reporting and Trends (SMART) Programme (ROSEAP/2020/SC/002)

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

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

Remuneration: Starting Baht 1,091,930 per annum

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

Application deadline: 22 March 2020

Background Information

1. Brief Programme Description

Launched in 2008, the SMART Programme aims at enhancing the capacity of Member States by providing technical support to laboratory personnel, law enforcement and research officers, to generate and use synthetic drug information for effective policy design and programme interventions. In East and Southeast Asia, the programme is being implemented with the partner governments of Brunei Darussalam, Cambodia, China, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam in close cooperation with neighbouring countries.

2. Tasks and Responsibilities

Under the overall guidance of the UNODC Regional Representative, the incumbent will work under the direct supervision of the Programme Officer, as first reporting officer, and of the Illicit Synthetic Drugs Expert in Vienna, as second reporting officer. The incumbent will support the general coordination and implementation of the Global SMART Programme activities in Southeast Asia and the Pacific, in accordance with UNODC rules and regulations.

...2/ Functions / Key Outputs Expected
### Functions / Key Outputs Expected

#### Summary of Key Functions:
- Implementation of programme strategies
- Management of the programme
- Creation of strategic partnerships and implementation of the resource mobilisation strategy

#### 1. Ensure implementation of programme strategies, focusing on achievement of the following results:
- Provide substantive input to the implementation of the activities in accordance with the work plan with a view to ensuring high quality outputs;
- Plan, organize and deliver technical assistance activities and contribute to the formulation of technical assistance tools (substantive publications, review of technical reports and development of training and advocacy materials etc.);
- Maintain web-based data collection and dissemination tools managed and supported by the programme;
- Collect data and information related to production, use and trafficking of illicit drugs, in particular synthetic drugs, in East Asia, Southeast Asia and the Pacific;
- Explore and maintain networks of experts for data gathering, information exchange, collaboration and verification through existing data collection tools managed and supported by the SMART team;
- Contribute to the preparation and delivery of workshops, training and conferences and other technical assistance activities to national counterparts on synthetic drugs related data generation and management;
- Support the establishment and strengthening of collaboration and coordination with national, regional and international stakeholders in the field of illicit drugs;
- Implement activities under the project by contributing to and ensuring coordination among the relevant national stakeholders in East and Southeast Asia, particular regarding reporting on delivery;
- Research and analyse information and reports from UNODC and other UN offices, governmental institutions, inter-governmental and non-governmental organizations (IGOs/NGOs), media reports and other relevant sources; and
- Prepare the development of proposals and tools in collaboration with Headquarters (HQ) and field offices, in areas of synthetic drugs.

#### 2. Participate in effective management and delivery of the UNODC programme within the substantive area specialization assigned, focusing on quality control from formulation to implementation of the programme to achieve the following results:
- Deliver timely and efficient project management, including the provision of support for project and budget revisions, reporting and monitoring, and development of documents for efficient negotiations with external counterparts;
- Participate in and deliver periodic assessments of the project progress and performance;
- Monitor and assess project performance and identify the operational and financial problems, and development of solutions; and

...3/ Prepare and draft
Prepare and draft a variety of written outputs that relate to the implementation of the project such as background papers, progress reports, mission reports, briefing, and presentations.

3. Support creation of strategic partnerships and implementation of the resource mobilization strategy, focusing on achievement of the following results:

- Ensure effective coordination and liaison with UNODC staff, stakeholders, regional actors, national and non-governmental actors; and
- Ensure efficient communication and programme's information flow with UNODC Cybercrime Coordinator in support partnership with counterparts, in particular with illicit drug related authorities, including police, customs, forensic laboratories and public health.

Impact of Results

The key results have an impact on the successful support and strengthen networks and capacity of relevant authorities in East and Southeast Asia in monitoring developments in synthetic drug markets.

Competencies

Core 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; and
- Tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Delivery

- Meets goals and timelines for delivery of products or services;
- Embraces expanded responsibilities and challenges self to excel;
- Accepts responsibility for the outcomes of own work;
- Delivers as long as there are no major obstacles, follows rules and procedures; and
- Looks for opportunities to improve performance in own specific area of expertise or span of control.

Innovation

- Analyzes complex technical materials (including data) and makes concise, relevant recommendations;
- Contributes reliable production of knowledge services and transactions;
- Identifies and addresses potential challenges quickly and develop action plans; and
- Sees specific opportunities for immediate improvement within own field.

Technical and Functional Competencies

Job Knowledge and Technical Expertise: Fundamental knowledge of own discipline
- Understand and apply fundamental concepts and principles of a professional discipline or technical specialty relating to the position;

...4/ Possess basic knowledge
• Possess basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks;
• Identify new and better approach to work processes and incorporates the same in his/her work;
• Analyze the requirements and synthesize proposals;
• Strive to keep job knowledge up-to-date through self-directed study and other means of learning;
• Demonstrate good knowledge of information technology and apply it in work assignments;
• Demonstrate in-depth understanding and knowledge of the current guidelines and project management tools and utilize these regularly in work assignments.

Building Strategic Partnerships: Maintaining a network of contacts
• Maintain an established network of contacts for general information sharing and to remain up-to-date on partnership related issues;
• Analyze and selects materials for strengthening strategic alliances with partners and stakeholders;
• Establish and nurtures positive communication with partners.

Promoting Organizational learning and Knowledge Sharing: Basic research and analysis
• Generate new ideas and approaches, researches best practices and proposes new, more effective ways of doing things;
• Document and analyze innovative strategies and new approaches;
• Identify and communicate opportunities to promote learning and knowledge sharing;
• Develop awareness of the various internal/external learning and knowledge-sharing resources.

Qualifications Requirements

Education: Thai national with Bachelor’s or Master’s degree in data/information management, international relations, political science, communication or other relevant disciplines.

Experience: At least 2 years for Bachelor’s or up to 2 years for Master’s holders of relevant experience in the area of law enforcement and criminal justice or other related areas;

Familiarity with technical assistance activities and experience in project development and management would be an asset;

Understanding of the situation in the relevant /region related to drug control and/or forensics is highly desirable;

Work experience within the United Nations system is desirable but not a requirement.

Language Requirements: Fluency in English and Thai is required. Working level knowledge of one or more languages of the Asia-Pacific region is an advantage.

Others:
• Excellent document drafting and research skills;
• Excellent inter-personal skills;

...5/ Knowledge and practical experience
• 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 could 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 is 22 March 2020.

Note: (a) Please clearly indicate the position you are applying for.
(b) Failure to submit supporting documents as specified in the announcement will result in an incomplete application. Applicants who submit incomplete applications will NOT be considered for this vacancy announcement.

Due to the volume of applications, only candidates under positive consideration will be notified.

**********

Released date: 06 March 2020.