# UNODC Vacancy Announcement

**Post Title:** National Programme Officer (Prisons)

**Vacancy No.:** ROSEAP/2021/SC/008

**Duty Station:** Bangkok, Thailand

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

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

**Remarks:** Salary starts from THB 1,145,400 per annum, plus medical insurance and others benefits.

**Application deadline:** Tuesday 1st June 2021 (Midnight Bangkok Time)

## II. Organizational Context

The United Nations Office on Drug and Crime (UNODC) provides technical assistance related to combating terrorism, organized crime, corruption and drugs to requesting Member States. This assistance also supports States Strengthening criminal justice and health systems and to ratify and successfully implement international conventions and protocols, in compliance with the rule of law and human rights.

The UNODC Regional Office for Southeast Asia and the Pacific’s (ROSEAP) Regional Programme outlines the proposed scope and focus of UNODC’s work in the region for the years to come. It provides a framework for delivering a coherent programme of work to: (i) give clear focus to supporting Member States and regional partners in achieving priority crime and drug outcomes; and (ii) increase the responsiveness, efficiency and effectiveness of UNODC’s support to the region.

The Regional Programme focuses primarily on crime and drug challenges that are best addressed through coordinated cross-border and intra-regional cooperation. There are five sub programmes under the Regional Programme.

- Transnational Organised Crime
- Anti-Corruption
- Terrorism Prevention
- Criminal justice systems
- Drugs and Health, and Alternative Development

## III. Functions / Key Results Expected

The incumbent will fulfill the functions of National Project Officer for UNODC activities in Thailand and provide support, as needed, to other initiatives implemented in that country. More specifically, the incumbent will fulfill the following tasks:

- Support UNODC Management liaising with, and mobilizing, the relevant local authorities in Bangkok to maintain and expand the partnerships with UNODC and to ensure
their contribution/engagement towards related projects;
• Contribute to the planning, implementation, management and delivery of technical assistance activities in the areas of prison management and health in prisons (including COVID-19 preparedness and responses), in accordance with the overall UNODC strategies and priorities, and in close collaboration with the local counterparts (government and civil society);
• Support the conducting of regular dialogues and discussions with the local authorities and direct beneficiaries of projects to integrate feedback into future UNODC activities and to identify new possible areas of collaboration;
• Participate in needs assessment missions and in substantive discussions with the local authorities, and contribute to the drafting of mission reports as well as to the development of technical assistance proposals;
• Keep abreast with latest national and local developments in Thailand in relation to prison reform and addressing public health emergencies, including the COVID-19 pandemic;
• Contribute to a visible and identifiable UNODC presence in Thailand, including by representing UNODC at relevant local/national events;
• Provide substantive and technical support, coordination and guidance for the implementation of programme activities, including, preparation of conferences, training contents, strategic purpose and structure of workshops and national and regional
• Ensure that operations, financial management, procurement, logistics, liaison and communication activities assigned to the programme are conducted according to UNODC standards and procedures and follow-up on input/actions to be taken;
• Prepare and analyse programme budget proposals including budget revisions, monitor checklists, and coordinate submissions of work proposals and budget estimates;
• Perform other duties as required.

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<th>IV. Impact of Results</th>
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<td>Smooth implementation of the assigned project activities and successfully develop effective collaboration with the national authorities.</td>
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<th>V. Competencies</th>
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<td><strong>Professionalism:</strong> Has knowledge and understanding of theories, concepts and approaches relevant to criminal justice reform covering prison reform and public health emergencies. Has knowledge of policies and practices in prison management and health, as well as in 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.</td>
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<td><strong>Communication:</strong> 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.</td>
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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.

VI. Recruitment Qualifications

Education:

- Master’s degree in international relations, public health, law, security studies, criminology, international development 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:

- A minimum of two (2) years for Bachelor’s or up to two (2) years of Master’s holders of progressively responsible experience in prisons-related work at the national and/or international level (management, health, etc.) is required;
- Past experience in implementing technical assistance projects having a focus on security, public health, crime prevention, prison management and/or health emergencies is required;
- Experience in programme monitoring and reporting is required;
- Direct, hands-on experience with project beneficiaries and local government authorities is desirable.
- Knowledge of Government procedures linked to technical assistance is desirable;
- Past experience in liaising with mid- to high-level government officials is desirable;
- Previous work experience with the United Nations or similar international organization is also desirable.

Language Requirements:

- Fluency in both oral and written communication in Thai and English.
- Knowledge of other United Nations official languages is an asset.

Other Desirable Skills:

- Experience in the use of computers and office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages is desirable;
- Experience in handling web-based management systems is desirable.
**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: unode-roseaprecruitment@un.org

Application deadline **Tuesday 1st June 2021 (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.*

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