



TERMS OF REFERENCE

Post Title: **Programme Assistant – (Roster)**
(ROSEAP/2019/SC/002)

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

Type of Contract: **Service Contract (SB-3 level)**
Open to Thai national only

Remuneration: *Starting Baht 603,280 per annum*

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

Application deadline: **22 May 2019**

I. 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

II. Functions / Key Outputs Expected

Summary of key functions:

Under the direct supervision of the Project Coordinator and the additional supervision of the Operations Manager in Bangkok, the Programme Assistant will be responsible for providing a range of administrative and logistical support to the implementation of UNODC activities in countries of Southeast Asia and the Pacific region. The activities to be supported may cover the full spectrum of UNODC mandate areas: counter-terrorism, organized crime, cybercrime, drug production and trafficking, criminal justice and prison reform, drug demand reduction and HIV/AIDS prevention and treatment, anti-corruption, anti-money laundering, etc.

Specific tasks to be performed by the Programme Assistant:

The incumbent will fulfill the following tasks:

- ❑ Assist in initiating and finalizing budget revisions, work plans, notes to the file, etc. to facilitate the implementation and monitoring of the assigned project activities;
- ❑ Organize international and national conferences, meetings, training and workshops held in countries of Southeast Asia and the Pacific region, and travel to the events' location if needed;
- ❑ Prepare travel plans and organize travel dates for participants to UNODC events, and for UNODC staff as required. Prepare travel requests to be sent to the travel agents to issue air tickets, request payment of Daily Subsistence Allowances (DSAs) and terminal expenses when needed, and determine appropriate budget lines;
- ❑ Prepare any document required for consultants' contract issuance/management and follow up on payment requests of their fees as per their terms of reference;
- ❑ Provide support to assigned projects and to relevant UNODC personnel in Bangkok on aspects related to the preparation of payment requests in the UNODC administrative systems (Umoja and ProFi), as well as payment reconciliation and expenditure verification. Follow up with UNDP offices on project expenditures and payments;
- ❑ Plan and organize the procurement of goods and services required for the assigned projects, ensure compliance with, and verify, regulations and procedures to be applied when procuring goods or services. Conduct low value procurement (up to US\$ 10,000) and initiate procurement processes for all types of goods and services required under the assigned projects;
- ❑ Collect and compare offers from vendors and liaise with the UNODC Procurement Team in Bangkok and relevant personnel at UNDP Country Offices to ensure abidance with relevant UN rules and regulations. Liaise with bidders and vendors, and follow up with suppliers and expeditors to ensure timely delivery;
- ❑ Complete administrative workflows in relation to the handover of equipment to Member States' institutions and liaise with the UNODC personnel in Bangkok in charge of asset management;

- ❑ Support the closing of administrative workflows in relation to the procurement of goods and services after they have effectively been received, and liaise with UNDP Country Offices and relevant UNODC personnel in Bangkok to provide/obtain the necessary documentation;
- ❑ Contribute to the development of administrative and financial guidance for UNODC programme personnel in the region, and contribute to exchange of information among colleagues to identify and spread best practices and experiences;
- ❑ Draft correspondence and contribute to project documents;
- ❑ Prepare informal translations and act as interpreter when required;
- ❑ Contribute to developing and maintaining a filing system for projects;
- ❑ Perform any other work-duties as required.

III. Impact of Results

Efficient and timely achievement of the results directly affects programme delivery. Inaccuracy in information supplied, inefficiency in support services provided, inadequacy in organizational and logistical arrangements made and insufficient client orientation will have a significant negative impact on programme efficiency and Organization's reputation.

IV. Competencies and Critical Success Factors

Corporate Competencies:

- ❑ Demonstrates commitment to Organization's mission, vision and values;
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Knowledge Management and Learning

- ❑ Shares knowledge and experience;
- ❑ Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness

- ❑ Ability to perform a variety of standard tasks related to Results Management, including screening and collecting of programme/ projects documentation, projects data entering, preparation of revisions, filing, provision of information;
- ❑ Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems.

Leadership and Self-Management

- ❑ Focuses on result for the client and responds positively to feedback;
- ❑ Consistently approaches work with energy and a positive, constructive attitude;
- ❑ Remains calm, in control and good humored even under pressure.

V. Recruitment Qualifications	
Education:	<p>Thai national with secondary education preferably with specialized certification in areas directly relevant to administrative and/or financial management.</p> <p>University Degree in Liberal Arts, Social Sciences, Business Administration, Hospitality Management, Accounting, Financial Management or other related field is desirable, but it is not a requirement.</p>
Experience:	<p>At least 5 years (for secondary school graduates), or 2 years (for university degree holder), of relevant experience in the administrative/finance aspect of technical assistance delivery at the national or international level is required.</p> <p>Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, etc.) and knowledge of spreadsheet and database packages are required. Working experience with web-based enterprise resource management systems is a requirement. Knowledge of Umoja is an advantage.</p>
Language Requirements:	Good English language skills and fluency in oral and written Thai required.

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 May 2019.

- 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: 23 April 2019