TERMS OF REFERENCE

Post Title: Administrative Clerk
(POKOR/2021/FTA/001)

Duty Station: Daejeon, Republic of Korea

Type of Contract: Fixed Term Appointment (GS-3 Level)
Open to Korean National only

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

Application deadline: Friday 30 July 2021

I. Organizational Context

Under the agreement signed in February 2019 between the National Statistical Office of the Republic of Korea (KOSTAT) and the UN Office on Drugs and Crime (UNODC) to establish a Centre of Excellence (CoE) for Statistics on Crime and Criminal Justice, the Programme Assistant will provide administrative assistance and support to the Centre, ensuring high quality, accuracy and consistency of work.

Under the direct supervision of the National Programme Officer (NPO) and the additional supervision of the Associate Programme Officer at the UNODC Regional Office for Southeast Asia and the Pacific, based in Bangkok (Thailand), the Administrative Clerk will be working in close collaboration with the operations, programme and project staff at the UNODC Regional Office for Southeast Asia and the Pacific (ROSEAP) and UNODC Headquarters, as required, to exchange information and support programme delivery.

II. Functions / Key Outputs Expected

Summary of Key Functions:

Under the direct supervision of the National Programme Officer for the Centre, the incumbent will:

▪ Support the management of project activities.
▪ Deliver a wide range of administrative and logistical services of the successful implementation of the project.

Specific tasks to be performed by the Administrative Clerk:
The incumbent will fulfill the following tasks:

- Performs a variety of administrative duties (e.g. leave recording, meeting organization, reservations, office supply and equipment orders, etc.), including preparing and/or processing administrative requests/documents (e.g. travel requests, low value procurement, expense claims, visa applications, etc.);
- Contact meeting participants, assist the NPO in organizing activities, seminars, workshops, training and meeting, and preparing 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;
- Contacts visitors and project personnel, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes;
- 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 general office support services to assigned projects and to relevant UNODC personnel in Bangkok to help ensure the smooth functioning of the office;
- Prepare routine correspondence, faxes, memorandum and reports to partners, and translate simple correspondence from Korean to English and vice versa, when needed;
- Create and maintain records/documents/files relating to the project;
- Act as custodian for the management of office supplies/equipments, including maintenance of stock list of stationery, distribution of stationery as required by staff, and keeping a log of distribution;

III. Competencies and Critical Success Factors

Core Competencies:

- Innovation: Assesses work with critical eye.
- Leadership: Takes responsibility for and ensures high quality of own work.
- People Management: Understands personal and team roles, responsibilities and objectives.
- Communication: Reliably and consistently listens and interprets information and instruction correctly.
- Delivery: Meets goals and timelines for team deliverables.

Functional and Technical Competencies:

- Knowledge Management: Replicate Reliably: Carry out work, as directed, and demonstrate motivation to develop.
- Learning and Development: Replicate Reliably: Carry out work, as directed, and demonstrate motivation to develop.
- Effective Development Cooperation: Replicate Reliably: Carry out work, as directed, and demonstrate motivation to develop.

IV. Recruitment Qualifications
| **Education:** | Secondary Education preferably with specialized certification in areas directly relevant to administrative and/or financial management.

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. |
| **Experience:** | At least 3 years (for secondary school graduates), or up to 3 years (for university degree holders), of relevant experience in the administrative/finance aspect of technical assistance delivery at the national or international level is required.

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 and knowledge of SAP ERP (Umoja) is an advantage. |
| **Language Requirements:** | Fluency in English and Korean is 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](http://www.unodc.org/southeastasiaandpacific/en/who-we-are/job-opportunities.html)

Please submit the application by e-mail to: <unodc-roseaprekrrecruitment@un.org>

Application deadline is 30 July 2021 at 11:59 p.m. (local time in Bangkok).

**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.

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**Released date: 14 July 2021**