



## UNODC Vacancy Announcement

<b>Post Title:</b>	<b>Human Resources Assistant</b>
<b>Vacancy No.:</b>	<b>ROSEAP/2021/SC/019</b>
<b>Duty Station:</b>	<b>Bangkok, Thailand</b>
<b>Type of Contract:</b>	<b>Service Contract (SB-2/SC-4 level) Open to Thai national only</b>
<b>Duration:</b>	<b>One year with possibility of renewal subject to funding availability</b>
<b>Application deadline:</b>	<b>Friday 3<sup>rd</sup> December 2021 (Midnight Bangkok Time)</b>

### **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**

#### **Duties and Responsibilities:**

Under the direct supervision of the Operations Manager, the overall guidance of the Deputy Regional Representative, and within the delegated authority, the Human Resources Assistant will have the following duties:

#### **Recruitment-Selection-Placement:**

- Assist in preparing Terms of Reference for local and international staff, consultants and interns;
- Assist in advertising all locally-recruited UNODC posts in the Southeast Asian and Pacific

region;

- Contribute to developing short and long lists of applicants for review by hiring managers, in cooperation with UNDP Country Offices as appropriate;
- Assist on contacting pre-selected applicants and arrange appointments for written tests and interviews;
- Assist in the onboarding of new UNODC personnel in the region and liaise with other Headquarters' Sections and UNODC Programme Offices in the region as appropriate.

**Administration of entitlements:**

- Collect requests for entitlements and claims (paper and online);
- Maintain up to date data in the Field Office Human Resources Management system (FOHRM) for UNODC personnel in the Southeast Asian and Pacific region;
- Assist in updating the contractual status sheet for all UNODC personnel in the region and coordinate with UNDP to send documents for contract extension/separation and new appointments;
- Act as a Visa Focal Point for the UNODC Regional Office in Bangkok.

**General:**

- Provide general office support services: process, draft, edit, proofread and finalize for signature/approval a variety of correspondence and other communications;
- Set up and maintain files/records (electronic and paper), schedule appointments/meetings; monitor deadlines, etc.;
- Perform other work-related duties as required.

**IV. 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.

**V. Competencies**

**Corporate Competencies:**

- Demonstrate commitment to Organization's mission, vision and values.
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional Competencies:**

- **Professionalism:** Knowledge of general principles applicable to the management of human resources, including within an international setting. Ability to work well with figures, and to undertake basic research and gather information from standard sources to form an opinion/advice. Demonstrated ability to handle confidential and personal information; Demonstrated ability to apply good judgment in the context of assignments given. 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 & 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.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

## VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> <li>• Thai national with secondary school education or equivalent.</li> <li>• University Degree in Human Resources, Liberal Arts, Public Administration, Business Administration or Economics are desirable, but it is not a requirement.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Minimum of four years for secondary school or one year for Bachelor's Degree holder of relevant in Human Resources is required.</li> <li>• Working experience at the UN is an advantage. Knowledge of UN rules and regulations is a distinct advantage.</li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, Access etc.) and knowledge of spreadsheet and database packages is desirable.</li> <li>• Working experience with web-based enterprise resource management systems is desirable. Knowledge of Umoja is an advantage.</li> </ul>
Language Requirements:	Fluency in both spoken and written English and Thai is required.
Other Desirable Skills:	Proficiency in MS Word, Excel, Power Point, Access and web browsers

### **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.

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](mailto:unodc-roseaprecruitment@un.org)

**Application deadline Friday 3<sup>rd</sup> December 2021 (Midnight Bangkok 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.***

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