UNODC Vacancy Announcement

Post Title: National Programme Officer (Counter Terrorism) (ROSEAP/2021/SC/014)

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

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

Remuneration: Starting Baht 1,145,400 per annum

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

Application deadline: Friday 12th November 2021 (Midnight Bangkok Time)

I. Background Information

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 Organized Crime
- Anti-Corruption
- Terrorism Prevention
- Criminal justice systems
- Drugs and Health, and Alternative Development
II. Functions / Key Outputs Expected

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<th>Summary of Key Functions:</th>
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<td>Under the overall supervision of the UNODC Regional Representative of ROSEAP and the direct supervision of the Regional Coordinator Counter-Terrorism Programme in Bangkok, the National Programme Officer (Counter Terrorism) will be responsible for providing a range of substantive and administrative services to all UNODC counter-terrorism projects, as well as initiatives to counter/prevent violent extremism. The incumbent will fulfill the functions of National Project Officer for UNODC activities in Thailand. The NPO will also receive and act on requests for assistance from other UNODC initiatives having activities in Southeast Asia and the Pacific.</td>
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More specifically, the incumbent will fulfill the following tasks:

- Undertake research and data collection, provide inputs into and prepare various written outputs, including but not limited to reports, briefing notes, background materials, project documentation (including project documents, project revisions, workplans, logical frameworks, budgets, etc.) and others;
- Carry out basic research on selected aspects of critical areas of concern related to terrorism in Southeast Asia, by collecting, analyzing and presenting statistical data and other information gathered from diverse sources and participating in the analysis of state responses to criminal trends;
- Contribute to coordination, communication, and when applicable, joint implementation with other UNODC thematic sections, field offices, and HQ under the overall guidance of the Programme Coordinator;
- Develop and maintain reference/resource information on specific topics, policy-related issues, recent developments and trends in the field, including through the creation and management of databases and other information retrieval systems;
- Provide support in the preparation of background documents, mid-term evaluations and the final evaluation as well as any other required reports;
- Contribute to the development of concept notes/proposals addressed to the donors;
- Draft all necessary project progress reports and project implementation delivery rate reports as well as any other required documentation; Provide support to the Programme leads in reviewing and revising the budget; draft annual and other budget proposals; monitor and control the budget of the project;
- Contribute to the reporting functions of the Programme, including donor report and regular UNODC reporting;
- Undertake on-the-job and other training activities, both internally and externally;
- Collect documents and keep files related to the programmes and projects implementation;
- Support the proofreading, translation and formatting of written outputs, by liaising with service providers;
- Support the financial and administrative elements of the implementation of the Programme in line with the UNODC requirements;
- Support with the Programme’s human resources needs; identify consultancy needs, develop terms of reference for the proposed consultancies and assist in the identification, selection and recruitment of consultants and other experts;
- Provide administrative and substantive support to expert group meetings, panel discussions,
conferences and other capacity building activities, by proposing agenda topics, handling logistics, and delivering presentations;

- Perform other work-related tasks as required.

### III. Impact of Results

Performance indicators are the quality, appropriateness, value and timeliness of contributions, organizational and substantive inputs provided to the relevant activity and communication tools developed under the Anti-Corruption projects. The key results have an impact on the successful planning, communication, delivery and monitoring of anti-corruption activities in the region, aiming to enhance Member States’ capacities to counter terrorism through the provision of technical assistance and training programmes.

### IV. Competencies and Critical Success Factor

**Professionalism:** Good knowledge and understanding of theories, concepts and approaches relevant to crime and terrorism prevention, especially criminal law and international law as well as international relations. Good knowledge of the mandates, priorities and operational modalities of UNODC’s counter-terrorism efforts. Good analytical and problem-solving skills, including ability to identify and contribute to the solution of problems/issues; sound judgement and political sensitivity.

**Teamwork:** Good inter-personal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.

**Planning, organizing and managing performance:** Ability to plan own work, manage conflicting priorities and to use time efficiently. Ability to organize and implement activities and outputs. Ability to maintain focus and pay attention to necessary detail.

### V. Recruitment Qualifications

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<th>Education:</th>
<th>Thai National with an advanced University degree (Master’s degree or equivalent) in journalism, media, public relations, communications, political or social science, or related field is required.</th>
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<td>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.</td>
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<th>Experience:</th>
<th>At least two (2) years of work experience for Bachelor’s or up to two (2) years of Master’s holders is required in the development, planning and implementation of technical assistance projects, communication strategies, public relations, marketing, public info/media relations, journalism and/or relevant social sciences.</th>
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<td>Experience in crafting messages in various formats (press releases, success stories, blog entries, features, etc.) targeting a variety of audiences is required.</td>
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<td>Experience working with Governments, civil society, international</td>
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Experience in the planning, organizing and delivery of technical assistance activities in the field of terrorism and/or violent extremism is desirable.

Professional experience with the United Nations or other International Organizations is desirable.

**Language Requirements:**

- Excellent command of written and spoken English and local language.
- Knowledge of one or more of the national languages is highly desirable.
- Knowledge of other UN official languages is an advantage.

**Other:**

**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](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 **Friday 12th November 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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