UNODC Vacancy Announcement

Post Title: National Programme Officer (SAFE Programme) (ROSEAP/2021/SC/015)

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 Drugs and Crime (UNODC) is a global leader in the fight against illicit drugs and international crime, including terrorism. It is a leading provider of specialized assistance to Governments for addressing the legal, criminal justice and rule of law aspects of counter narcotics, crime prevention and counter-terrorism. It operates in all regions of the world through an extensive network of field offices.

Under the overall supervision of the UNODC Regional Representative of ROSEAP, and the direct supervision of the Regional SAFE Coordinator, the National Project Officer will be responsible to oversee project implementation, ensure coordination and timely implementation of various planned activities, fulfil the necessary management and reporting requirements, and provide technical support to implementation of activities under the Global Programme on Combating Wildlife and Forest Crime in Southeast Asia and the Pacific. The NPO will also receive and act on requests for assistance from other UNODC initiatives having activities in Southeast Asia and the Pacific.

II. Functions / Key Outputs Expected

Ensures implementation of programme strategies, focusing on achievement of the following results:

- Support the establishment and strengthening collaboration and coordination with national, regional and international stakeholders in the field of prevention of zoonotic disease from wildlife facilities;
- Contribute to the outreach of UNODC’s mandate and technical assistance capabilities in the field of wildlife crime;
- Coordinate effectively with the Thai authorities and relevant assistance providers in the field of prevention prevention of zoonotic disease from wildlife facilities;
- Participate in field missions; provide substantive inputs to training, workshops and seminars and respond to demands for information on specific topics and participate in dissemination and briefing activities on relevant topics;
- Implement activities under the project by contributing to and ensuring coordination among the relevant national stakeholders in particular regarding reporting on delivery and sustainability of approaches;
- Research and analyse information and reports from UNODC and other UN offices, governmental institutions, inter-governmental and non-governmental organizations (IGOs/NGOs), media reports and other relevant sources;
- Prepare the development of proposals and tools in collaboration with Headquarters (HQ) and field offices, in areas of new forms and dimensions of transnational organized crime, especially wildlife crime;

Participates in the effective **management and delivery of the UNODC programme** within the substantive area specialization assigned, focusing on quality control from the formulation to the implementation of the programme:

- Coordinate day-to-day implementation of programme activities from substantive, administrative and financial points of view;
- Provide substantive input to the implementation of the activities in accordance with the work plan and with a view to ensuring high-quality outputs;
- Plan, organize and deliver technical assistance activities, and contribute to the formulation of technical assistance (training) tools;
- Deliver timely and efficient project management, including project and budget revisions, reporting and monitoring, and the provision of all necessary documents for efficient negotiations with external counterparts;
- Develop a monitoring and evaluation framework for programme implementation in accordance with UN rules as well as donor organizations’ requirements, and ensure timely and proper implementation of the monitoring and evaluation plan;
- Support preparation and timely submission of monthly, annual reports and final report;
- Assist in managing, monitoring and evaluating grants as required;
- Provide translation, including editing, as required;
- Participate and deliver periodic assessments of the project progress and performance;
- Monitor and assess project performance, identify operational and financial problems, and develop solutions.
- Prepare a variety of written outputs that relate to the implementation of the project, such as background papers, progress reports, mission reports, briefing, and presentations.

Supports the **creation of strategic partnerships and the implementation of the resource mobilization strategy**, focusing on achievement of the following results:

- Provide effective coordination and liaison with UNODC staff, stakeholders, regional actors,
national and non-governmental actors;

- Provide efficient communication and information flow with the UNODC SAFE Coordinator on partnership with counterparts, in particular with law enforcement and criminal justice systems;
- Perform other work-related duties as required.

### III. Impact of Results

National authorities are fully involved in the development and implement of a risk assessment framework for facilities and locations posing the highest risk of zoonotic diseases from wild animals to humans. National authorities are engaged into a serious dialogue on how to deal with high-risk facilities and locations and support the development of a regional cooperation framework (ASEAN, China, EU) on biosafety aiming to prevent zoonotic diseases in the future.

### IV. Competencies and Critical Success Factor

**Professionalism:** Sound knowledge of project management, including financial management, strategic planning, monitoring and reporting. Good knowledge and understanding of policies and practices in relation to zoonotic diseases, wildlife management and health, wildlife forensics, biosafety and illegal wildlife trade. Good analytical and problem-solving skills, including ability to identify and contribute to the solution of problems/issues; sound judgement and political sensibility.

**Teamwork:** Ability to work collaboratively with others. Excellent 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 effectively. Ability to organize and implement activities and outputs. Ability to maintain focus and pay attention to necessary details. Sound organizational skills and time management skills, ability to prioritize own work programme and to work independently or with minimum supervision, ability to deliver assignments in a timely manner.

### V. Recruitment Qualifications

**Education:**

Thai National with an advanced University degree (Master’s degree or equivalent) in natural sciences, biology, zoology, epidemiology, public health, political science, business administration 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.

**Experience:**

- 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 of assistance projects at the national level on issues related to public health, wildlife management, veterinary, wildlife trade or similar;
- Experience in project formulation, implementation, monitoring, and evaluation is required;
- Experience working with Governments, civil society, international
organizations, and donors is required;

- Previous 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

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.

***********************