



UNODC Vacancy Announcement

- Post Title:** National Programme Officer (Anti-Corruption)
- Vacancy No.:** ROSEAP/2021/SC/004
- 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 1,091,930 per annum
- Duration:** One year with possibility of renewal subject to funding availability
- Application deadline:** Sunday 31st January 2021 (Midnight Bangkok Time)

II. Background Information

The UNODC Global Anti-Corruption Programme and the Anti-corruption Sub-Programme on of the Regional Programme for Southeast Asia provides support to State Parties to the UN Convention Against Corruption (UNCAC) to more effectively prevent, raise awareness of, detect, investigate and prosecute corruption.

The Sub-Programme works with Member States in the region to enhance the capacities of their national anti-corruption bodies through the provision of technical assistance and training programmes. It covers 11 countries, including the 10 ASEAN countries (Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Vietnam) and Timor-Leste.

The National Officer will support the implementation of the project “Strengthening regional cooperation and the capacity of ASEAN countries to counter corruption and other serious crimes (2020-2023)”.

The project will support efforts to counter corruption and other serious crimes and strengthen regional cooperation in Southeast Asia. The project will contribute to the effective implementation of the United Nations Convention against Corruption (UNCAC) and the United Nations Convention against Transnational Organized Crime (UNTOC) in members of the Association of Southeast Asian Nations (ASEAN countries).

The activities planned under this project will support the ASEAN countries in meeting the objectives of the ASEAN Plus Three Cooperation Work Plan 2018-2022 and the ASEAN Senior Official Meeting on Transnational Crime-Republic of Korea (SOMTC-ROK), Work Plan for Cooperation to Prevent and Combat Transnational Crime 2019-2023.

In particular, the project will support anti-corruption and criminal justice practitioners, authorities responsible for international and regional law enforcement cooperation and other relevant stakeholders of ASEAN countries by building capacity and strengthening frameworks for coordination and cooperation between national authorities.

III. Functions / Key Outputs Expected

Summary of Key Functions:

Under the overall guidance of the Regional Representative for Southeast Asia and the Pacific and the direct supervision of the UNODC Regional Anti-Corruption Adviser, the incumbent will perform the following tasks:

The incumbent will be involved in the daily coordination and organization of activities under the programme, these include:

- 1) Coordinate activities of the project “Strengthening regional cooperation and the capacity of ASEAN countries to counter corruption and other serious crimes (2020-2023)”.
- 2) Support the implementation of activities under the Project, Global Anti-corruption Programme and Sub Programme 2 (anti-corruption) of the UNODC Regional Programme, including through the organization of workshops and trainings, the preparation of substantive inputs for capacity-development initiatives, the delivery of presentations and training sessions on various aspects of the UNCAC, etc.;
- 3) Contribute to the planning, implementation, management and delivery of technical assistance activities assigned to the NPO, notably in the areas of enhancing anti-corruption investigative capacities, preventing corruption and fraud, supporting capacities to prevent the transfer of proceeds of crime and to recover stolen assets. This would be done in accordance with the overall UNODC strategies and priorities and in close collaboration with the local counterparts;
- 4) Support the conducting of regular dialogues and discussions with the national authorities to integrate feedback into future UNODC activities and to identify new possible areas of collaboration;
- 5) Participate in needs assessment missions and in substantive discussions with the national authorities, and contribute to the drafting of mission reports as well as to the development of technical assistance proposals;
- 6) Keep abreast with latest national and local developments in Southeast Asia with regards to anti-corruption;
- 7) Prepare terms of reference/requirements for sub-contractors and vendors to ensure qualitative and objective procurement of services, and support the identification of suppliers and their contracting;
- 8) Assist in initiating and finalizing budget revisions, work plans, inventory lists, notes to the file, etc. to facilitate implementation and monitoring of activities;
- 9) Contribute to developing a filing system for the project, and maintain filing accordingly;
- 10) Perform other duties as required.

IV. 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 of national anti-corruption bodies through the provision of technical assistance and training programmes.

V. Competencies

Professionalism:

Knowledge and understanding of anti-corruption concepts and knowledge of the UN Conventions and mandates; knowledge of relevant policies, legislation and practices in the region; very good research and analytical skills; ability to identify and contribute to the solution of problem/issues; show pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments; observing deadlines and achieving results; takes responsibility for incorporating gender and human rights perspectives and ensuring the equal participation of women and men in all areas of work.

Communication:

Speaks and writes clearly and effectively; listens to others; correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

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 decisions, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

VI. Qualifications Requirements

Education:	Thai national with Bachelor's or Master's degree in political or social sciences, public policy, international relations, communications, media, journalism, public relations or related field is required for this position.
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 project management and/or in coordinating and organizing workshops and trainings in the area of good governance, rule of law and/or anti-corruption; Excellent document drafting and research skills are required; Proven track record in conducting research and analyses on anti-corruption related issues is desirable; Previous professional experience with the United Nations or other International Organizations is desirable.
Language Requirements:	Excellent knowledge of English with fluency in speaking, reading and writing is required. Knowledge of any government-used language of Southeast Asia would be an asset.
Others:	General IT competences and command of main office software programmes.

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>

Please submit the application by e-mail to: unodc-roseaprecruitment@un.org

Application deadline: Sunday 31st January 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.
