



UNODC Vacancy Announcement

Post Title: Procurement Assistant

Vacancy No.: ROSEAP/2021/SC/002

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

Type of Contract: Service Contract (SB-3/SC-5 level) Open to Thai national only

Remuneration: Starting Baht 619,200 per annum

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

Application deadline: Sunday 31st January 2021 (Midnight Bangkok Time)

I. Organizational Context:

The United Nations Office on Drugs 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 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 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. Purpose of the Assignment:

Under the direct supervision of the Procurement Associate and additional supervision of the Operations Manager, the Procurement Assistant will be responsible for providing a range of administrative and procurement services to the implementation of UNODC activities.

Summary of Key Functions:

- Assist to market surveys and vendor registration;
- Assist to procurement processes;
- Assist to closing of procurement transactions;
- Provide administrative support to UNODC Procurement Team.

1. Assist to market surveys and vendor registration, focusing on achievement of the following key results:

- Liaise with Programme Assistants to understand future procurement needs and support them in their search for new vendors;
- Liaise with potential vendors and register them in various UN databases (UNGM, Umoja), including their banking details;
- Liaise with UNODC Treasury Unit in Headquarters regarding the registration and activation of bank account details.

2. Assist to procurement processes, focusing on achievement of the following key results:

- Assist the planning and organization of the procurement of goods and services under UNODC projects;
- Assist project teams in ensuring compliance with regulations and procedures to be applied when procuring goods or services.
- Assist the collection and comparison of offers from vendors and liaise with relevant UN personnel to ensure abidance with relevant UN rules and regulations.
- Liaise with bidders and vendors, and follow up with suppliers and expeditors to ensure timely delivery.

3. Assist to closing of procurement transactions, focusing on achievement of the following key results:

- Liaise with Programme Assistants to register the reception of goods;
- Liaise with Programme Assistants to obtain all the documentation require to create entries/updates/write-offs in the UNODC lists of assets;
- Liaise with Headquarters on write-offs and update of the list of assets;
- Contributes to knowledge networks and communities of practice.

4. Provide administrative support to UNODC Procurement Team, focusing on achievement of the following key results;

- Draft routine correspondence with respect to enquiries related to financial and budget matters;
- Maintain and keep up-to-date archives (electronic and hard copies);
- Perform other work-related duties, as required.

III. 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 on the Organization's reputation.

IV. Competencies and Critical Success Factors

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: Project administration experience and skills, and understanding of theories, concepts and approaches relevant to national and international procurement processes, as well as international financial rules and regulations. Knowledge of the mandates, priorities and operational modalities of UNODC. Good analytical and problem-solving skills, including ability to identify and contribute to the solution of problems/issues; sound judgment and political sensibility.
- Planning and Organizational: 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 details.
- Teamwork and respect for diversity: 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.

V. Qualifications and Background:

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, accounting, financial management or other closely-related fields is desirable, but not a requirement.

Experience:

- A minimum of five (5) years (for secondary school graduates) or two (2) years (for university degree holders) of relevant experience in procurement for technical assistance projects at the national and/or international level is required.
- Experience in the use of computers and office software packages (MS Word, Excel, PowerPoint, etc.) and knowledge of spreadsheet and database packages are required.
- Work experience with web-based enterprise resource management systems is required.
- Knowledge of Umoja and UNDP systems is desirable.
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Language Requirements:

- Fluency in English and Thai 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 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.
